SCEIS
South Carolina Enterprise Information System

SCEIS ECC NAVIGATION: COR120U

User Training
Columbia, SC

STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD

SCEIS ECC Navigation: COR120U

- Lesson 1 – SCEIS ECC Overview and Access
- Lesson 2 – Navigating SAP Easy Access
- Lesson 3 – Creating and Navigating Sessions
- Lesson 4 – Favorites Folders
- Lesson 5 – ECC Transactions
- Lesson 6 – Help and Logoff

SCEIS
South Carolina Enterprise Information System

LESSON 1:
SCEIS ECC OVERVIEW AND ACCESS

STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD

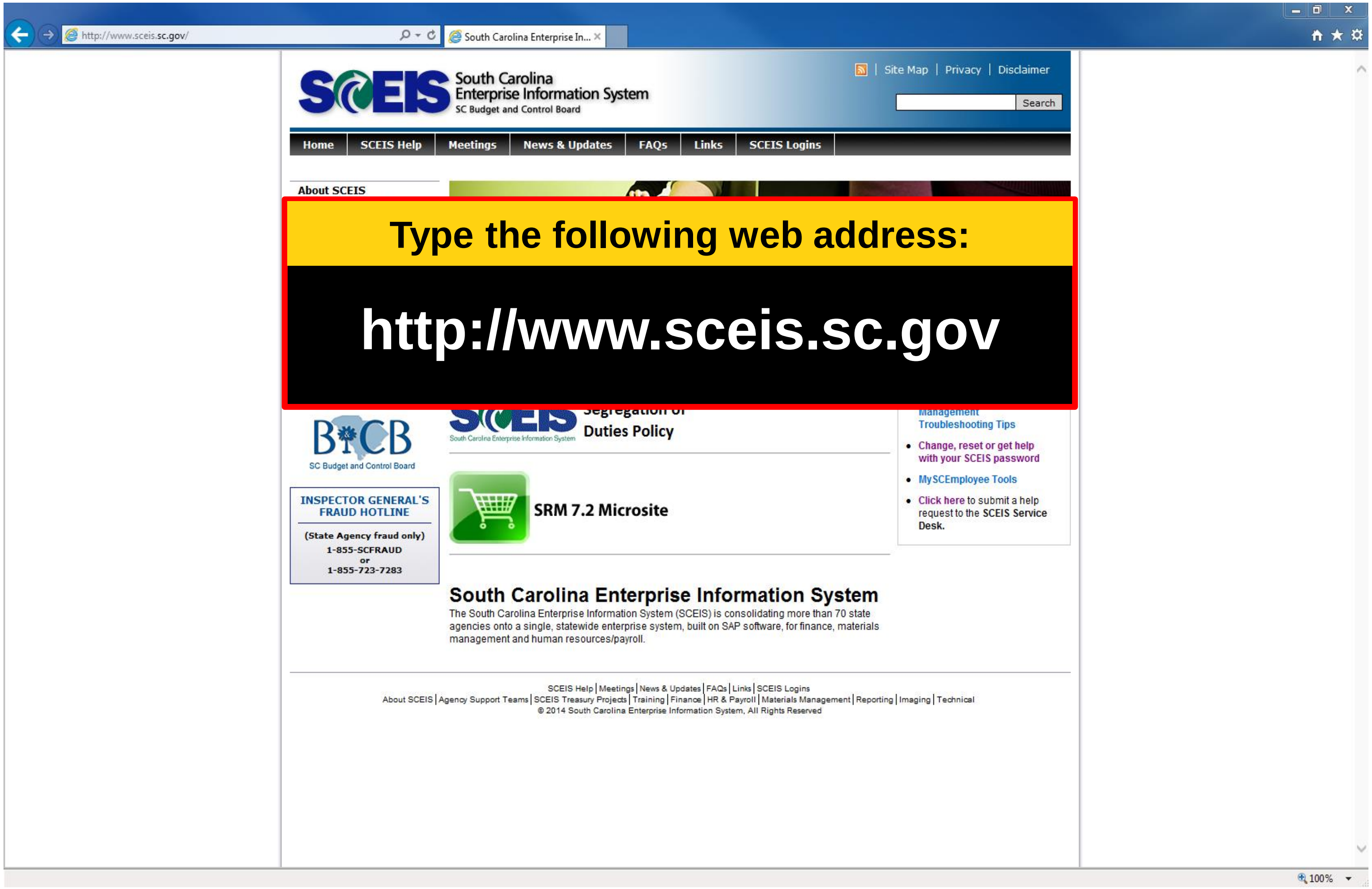
SCEIS
Enterprise Central Component

- Enterprise Central Component (ECC):

  ECC uses integrated business modules that share information.

- Users will create predefined transactions.
- Multiple users may work on various tasks to complete a process.

Accessing SCEIS ECC


South Carolina Enterprise In...
SCEIS South Carolina Enterprise Information System SC Budget and Control Board
Site Map | Privacy | Disclaimer
Search
Home
SCEIS Help
Meetings
News & Updates
FAQs
Links
SCEIS Logins
About SCEIS
BCB SC Budget and Control Board
SCEIS South Carolina Enterprise Information System
Duties Policy
SRM 7.2 Microsite
Troubleshooting Tips
100%

http://www.sceis.sc.gov/

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283

- Change, reset or get help with your SCEIS password
- MySCEmployee Tools
- Click here to submit a help request to the SCEIS Service Desk.

South Carolina Enterprise Information System

The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

SCEIS Help | Meetings | News & Updates | FAQs | Links | SCEIS Logins
About SCEIS | Agency Support Teams | SCEIS Treasury Projects | Training | Finance | HR & Payroll | Materials Management | Reporting | Imaging | Technical
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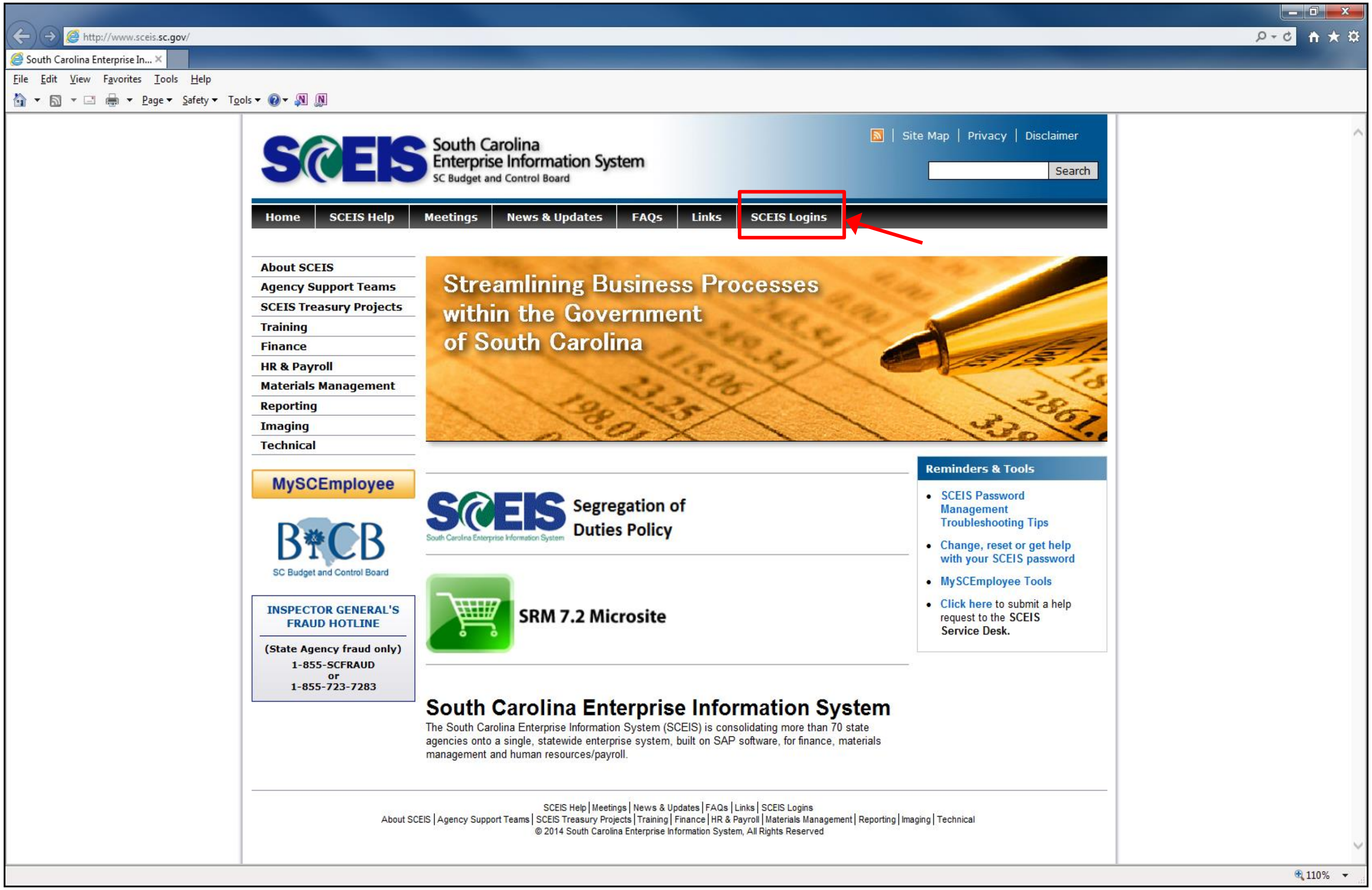
Type the following web address:

http://www.sceis.sc.gov

SCEIS Logins


http://www.sceis.sc.gov/
South Carolina Enterprise In...
File Edit View Favorites Tools Help
Page Safety Tools
South Carolina Enterprise Information System
SC Budget and Control Board
Site Map | Privacy | Disclaimer
Search
Home
SCEIS Help
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FAQs
Links
SCEIS Logins
About SCEIS
Agency Support Teams
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical
MySCEmployee
SC Budget and Control Board
110%

Streamlining Business Processes within the Government of South Carolina

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283

Segregation of Duties Policy

SRM 7.2 Microsite

Reminders & Tools

- SCEIS Password Management Troubleshooting Tips
- Change, reset or get help with your SCEIS password
- MySCEmployee Tools
- Click here to submit a help request to the SCEIS Service Desk.

South Carolina Enterprise Information System

The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

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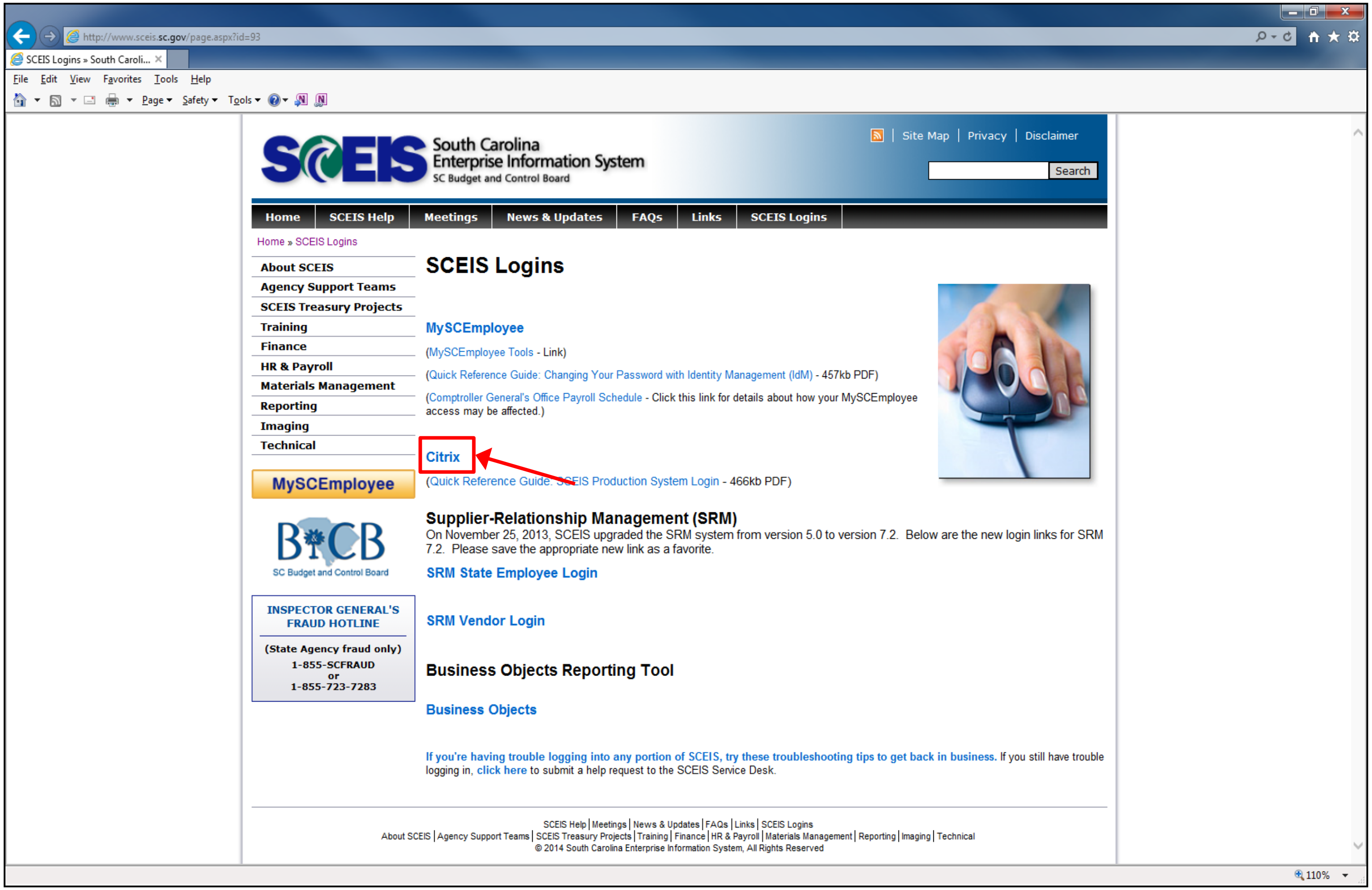
Citrix


http://www.sceis.sc.gov/page.aspx?id=93
SCEIS Logins » South Caroli...
File
Edit
View
Favorites
Tools
Help
Page
Safety
Tools
Site Map
Privacy
Disclaimer
Search
South Carolina Enterprise Information System
SC Budget and Control Board
Home
SCEIS Help
Meetings
News & Updates
FAQs
Links
SCEIS Logins
Home » SCEIS Logins
About SCEIS
Agency Support Teams
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical
MySCEmployee
SC Budget and Control Board
110%

SCEIS Logins

MySCEmployee

(MySCEmployee Tools - Link)

(Quick Reference Guide: Changing Your Password with Identity Management (IdM) - 457kb PDF)

(Comptroller General's Office Payroll Schedule - Click this link for details about how your MySCEmployee access may be affected.)

Citrix

(Quick Reference Guide: SCEIS Production System Login - 466kb PDF)

Supplier-Relationship Management (SRM)

On November 25, 2013, SCEIS upgraded the SRM system from version 5.0 to version 7.2. Below are the new login links for SRM 7.2. Please save the appropriate new link as a favorite.

SRM State Employee Login

SRM Vendor Login

Business Objects Reporting Tool

Business Objects

If you're having trouble logging into any portion of SCEIS, try these troubleshooting tips to get back in business. If you still have trouble logging in, **click here** to submit a help request to the SCEIS Service Desk.

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283

SCEIS Help | Meetings | News & Updates | FAQs | Links | SCEIS Logins
About SCEIS | Agency Support Teams | SCEIS Treasury Projects | Training | Finance | HR & Payroll | Materials Management | Reporting | Imaging | Technical

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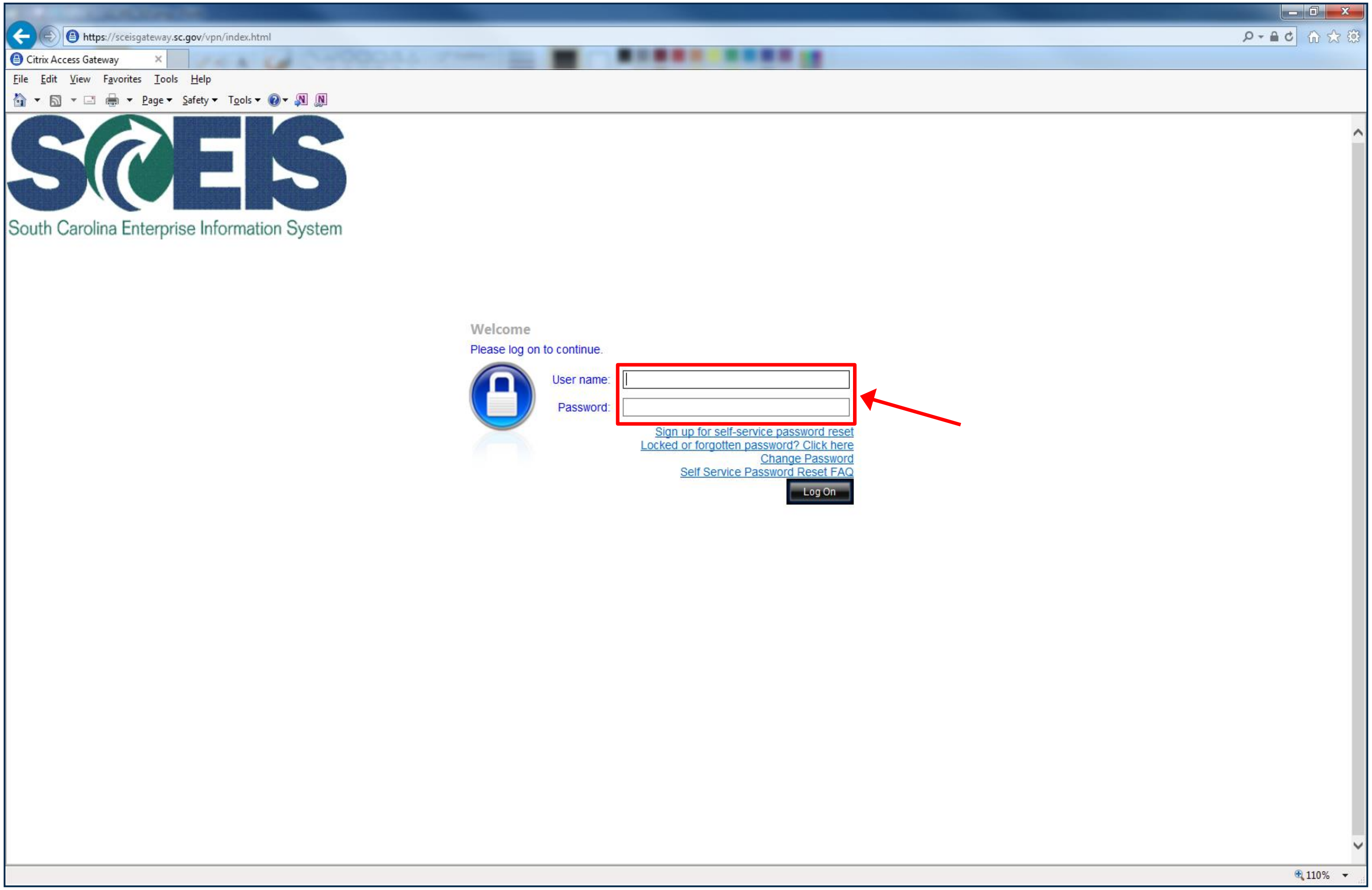
Enter User Name and Password



https://sceisgateway.sc.gov/vpn/index.html

Citrix Access Gateway

File Edit View Favorites Tools Help
Page Safety Tools
South Carolina Enterprise Information System

Welcome

Please log on to continue.

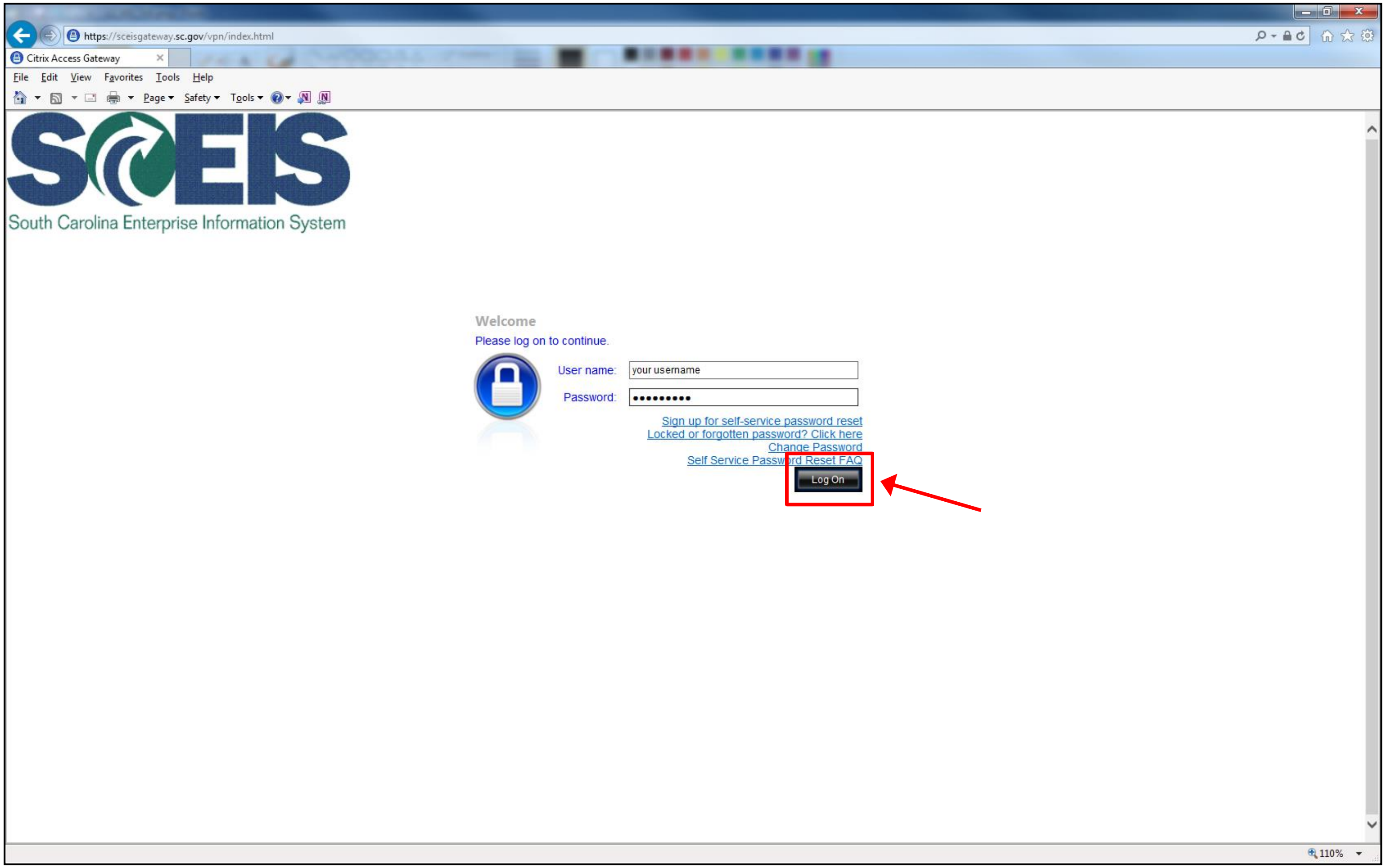
User name:

Password:

Sign up for self-service password reset
Locked or forgotten password? Click here
Change Password
Self Service Password Reset FAQ

Log On
110%

Log On



https://sceisgateway.sc.gov/vpn/index.html
Citrix Access Gateway
File Edit View Favorites Tools Help
Page Safety Tools
SCEIS
South Carolina Enterprise Information System

Welcome

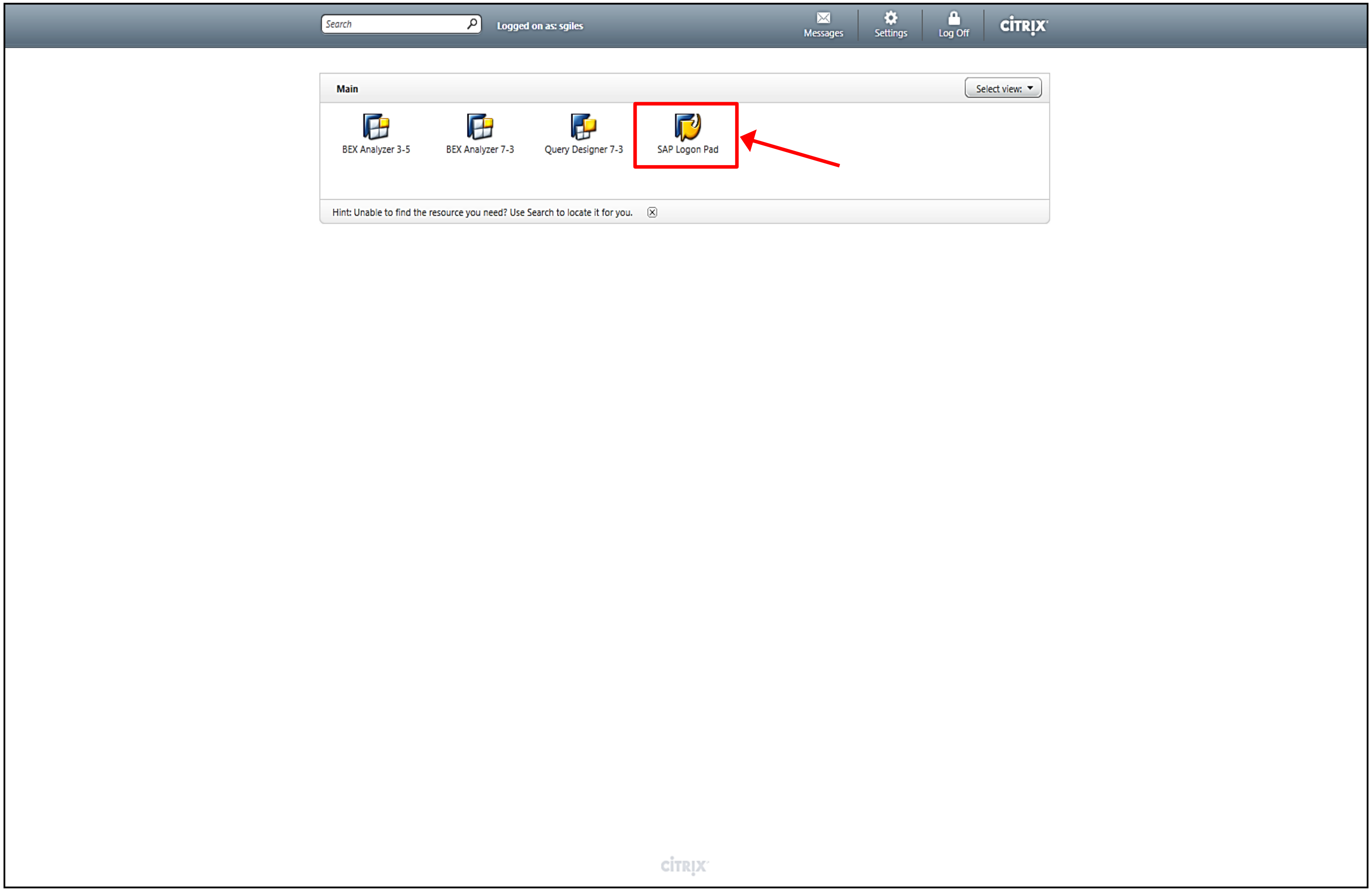
Please log on to continue.

User name: your username

Password: ●●●●●●●●●●

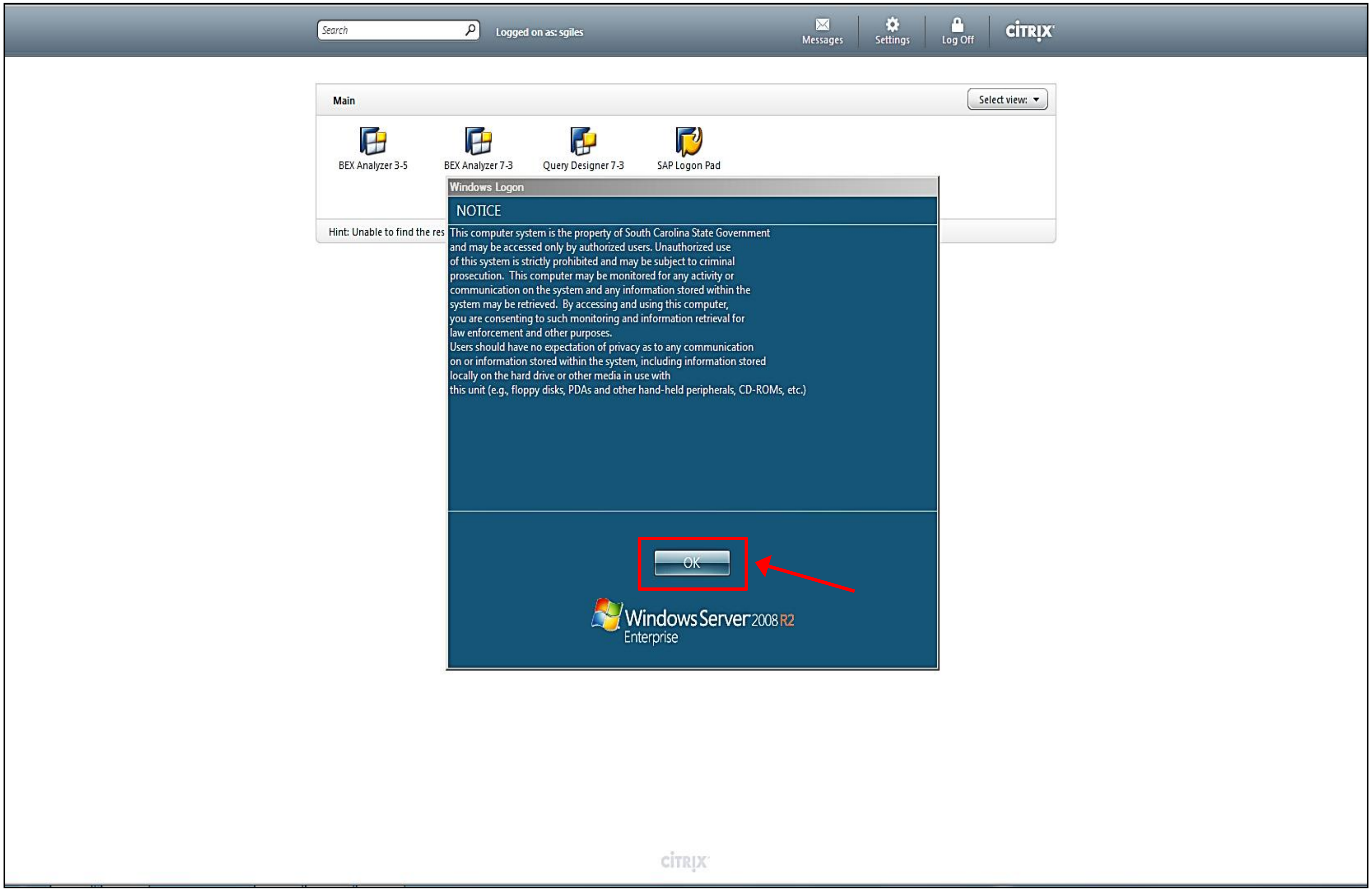
Sign up for self-service password reset
Locked or forgotten password? Click here
Change Password
Self Service Password Reset FAQ
Log On
110%

Logon Pad



Search
Logged on as: sgiles
Messages
Settings
Log Off
CITRIX
Main
Select view:
BEX Analyzer 3-5
BEX Analyzer 7-3
Query Designer 7-3
SAP Logon Pad
Hint: Unable to find the resource you need? Use Search to locate it for you.
CITRIX

Security Notice



Search
Logged on as: sgiles
Messages
Settings
Log Off
CiTRIX
Main
Select view:
BEX Analyzer 3-5
BEX Analyzer 7-3
Query Designer 7-3
SAP Logon Pad
Hint: Unable to find the res
Windows Logon
OK
Windows Server 2008 R2
Enterprise
CiTRIX

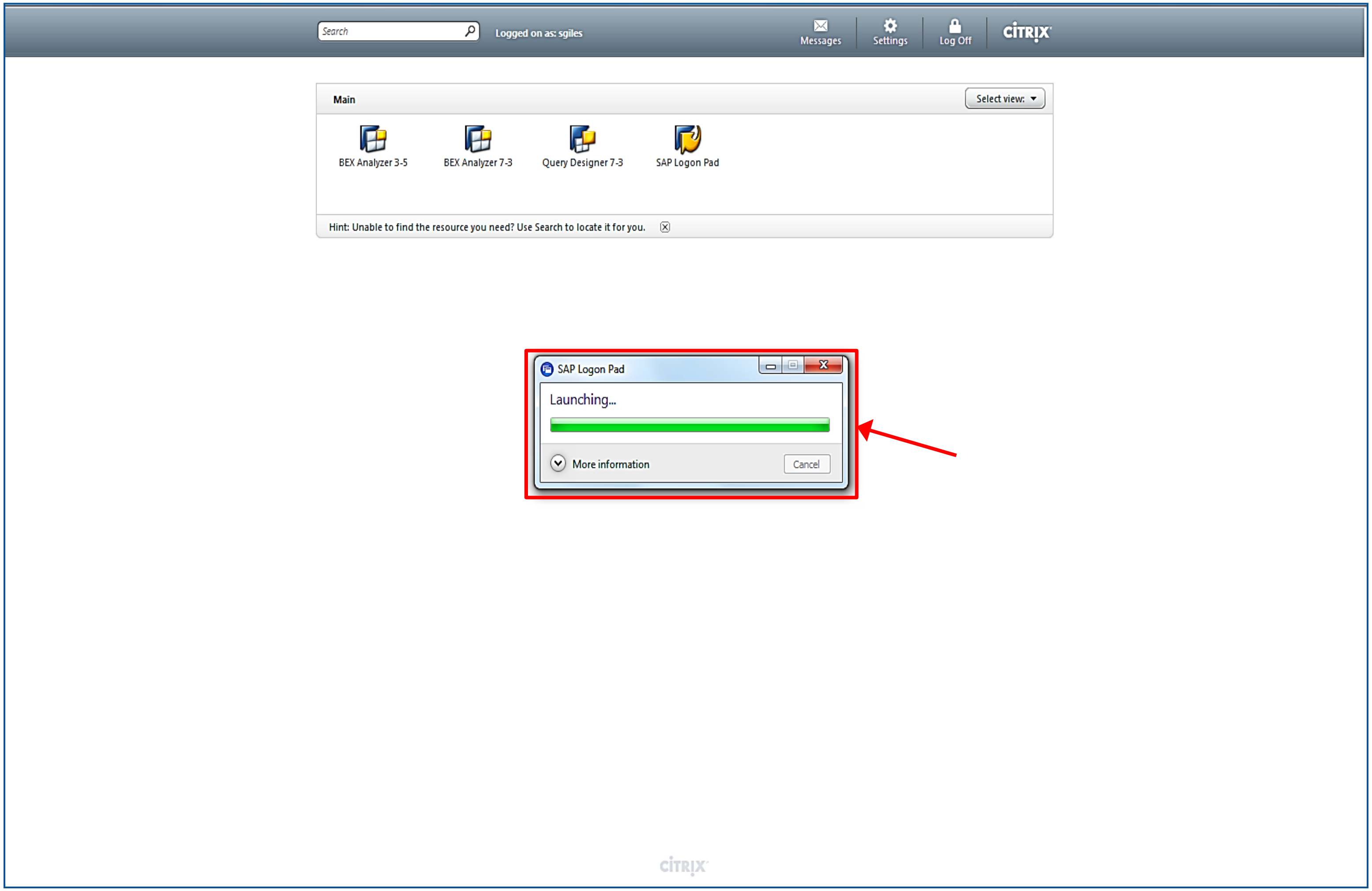
NOTICE

This computer system is the property of South Carolina State Government and may be accessed only by authorized users. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. This computer may be monitored for any activity or communication on the system and any information stored within the system may be retrieved. By accessing and using this computer, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Users should have no expectation of privacy as to any communication on or information stored within the system, including information stored locally on the hard drive or other media in use with this unit (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, etc.)

SAP Logon Pad

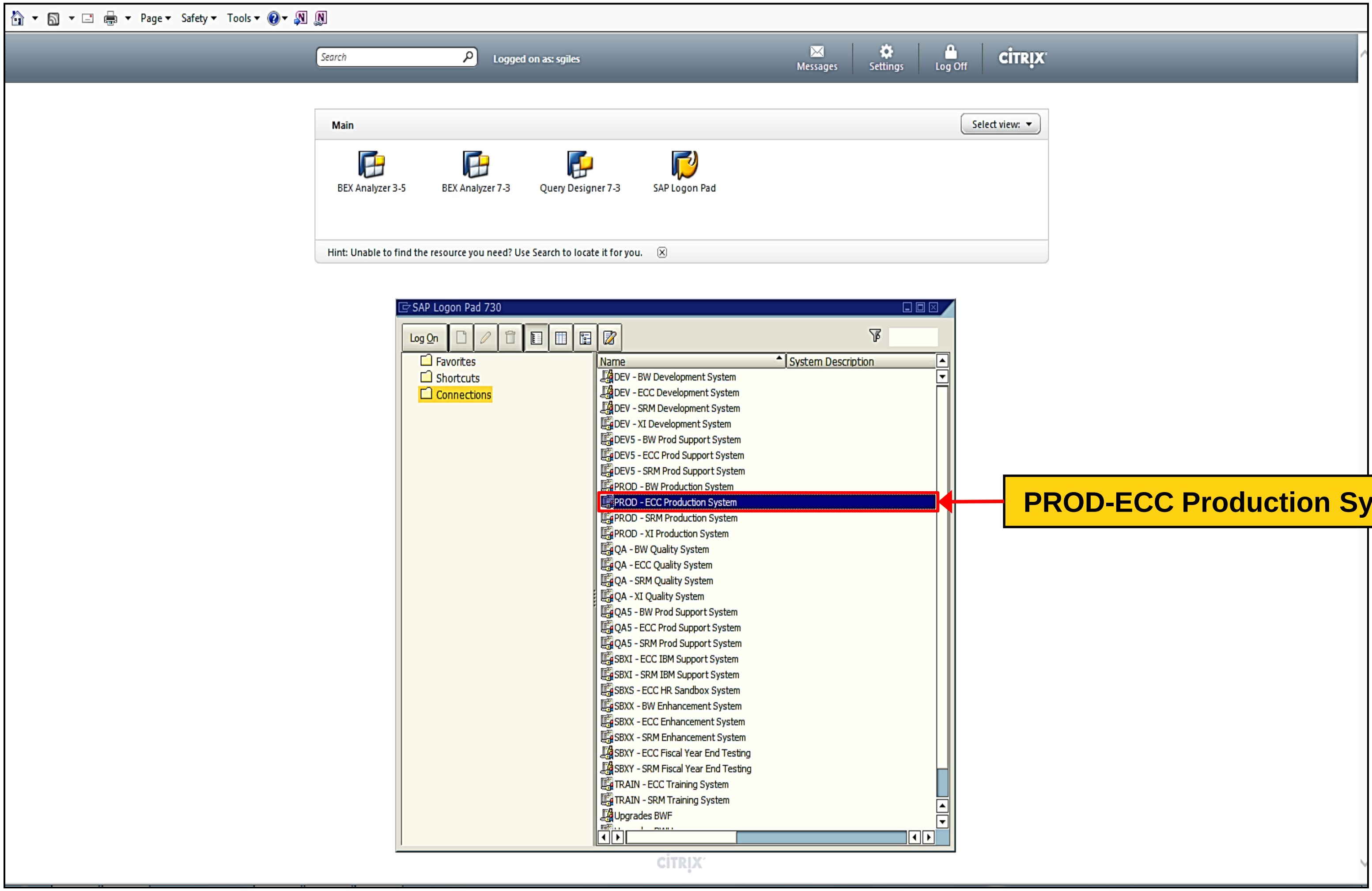
South Carolina Enterprise Information System


Search
Logged on as: sgiles
Messages
Settings
Log Off
CiTRIX
Main
Select view:
BEX Analyzer 3-5
BEX Analyzer 7-3
Query Designer 7-3
SAP Logon Pad
SAP Logon Pad
More information
Cancel
CiTRIX

Hint: Unable to find the resource you need? Use Search to locate it for you.

Launching...

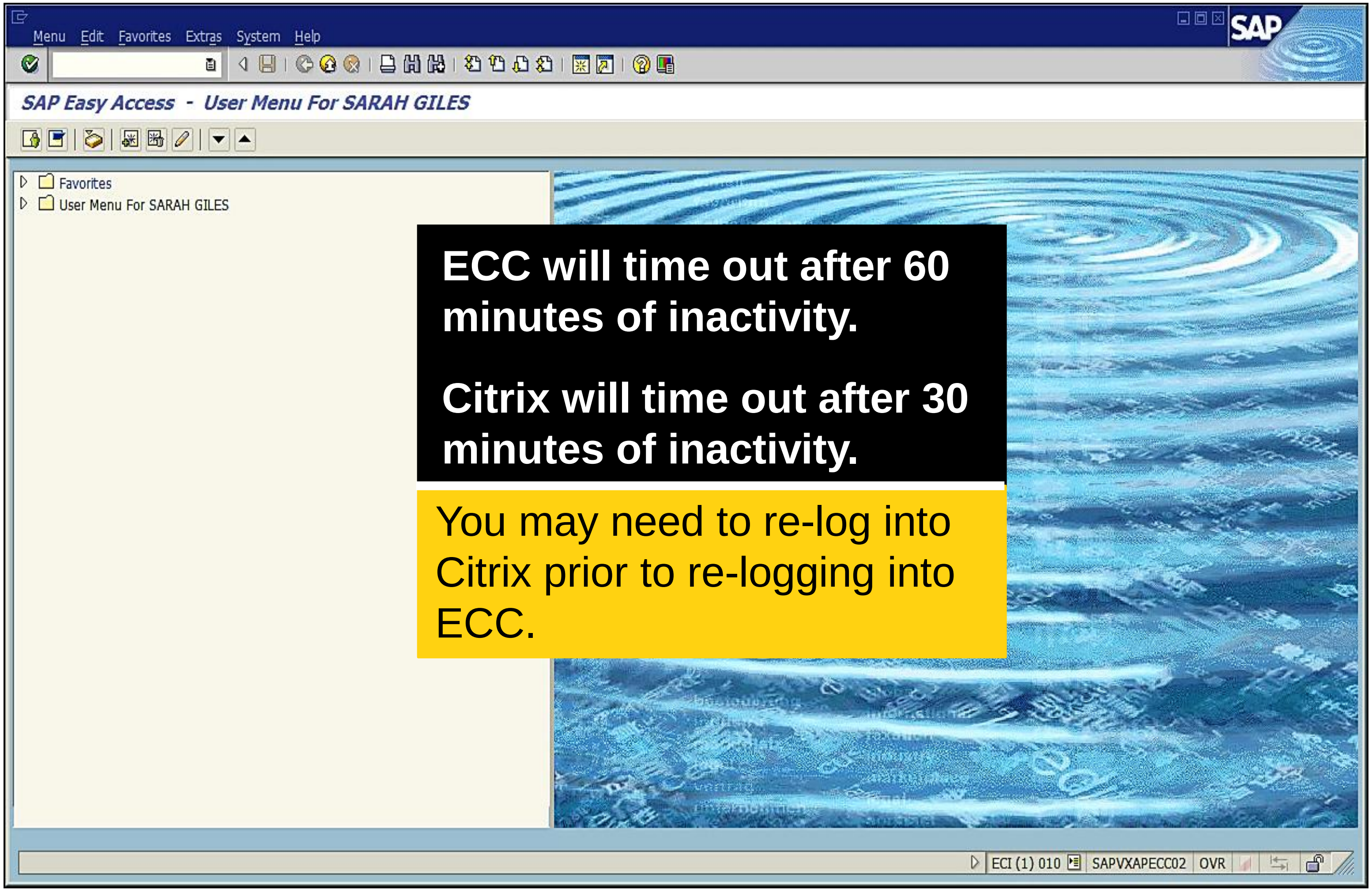
Starting an ECC Session


Page
Safety
Tools
Search
Logged on as: sgiles
Messages
Settings
Log Off
CITRIX
Main
Select view:
BEX Analyzer 3-5
BEX Analyzer 7-3
Query Designer 7-3
SAP Logon Pad
Hint: Unable to find the resource you need? Use Search to locate it for you.
SAP Logon Pad 730
Log On
Favorites
Shortcuts
Connections
Name
System Description

DEV - BW Development System
DEV - ECC Development System
DEV - SRM Development System
DEV - XI Development System
DEV5 - BW Prod Support System
DEV5 - ECC Prod Support System
DEV5 - SRM Prod Support System
PROD - BW Production System
PROD - ECC Production System
PROD - SRM Production System
PROD - XI Production System
QA - BW Quality System
QA - ECC Quality System
QA - SRM Quality System
QA - XI Quality System
QA5 - BW Prod Support System
QA5 - ECC Prod Support System
QA5 - SRM Prod Support System
SBXI - ECC IBM Support System
SBXI - SRM IBM Support System
SBXS - ECC HR Sandbox System
SBXX - BW Enhancement System
SBXX - ECC Enhancement System
SBXX - SRM Enhancement System
SBXY - ECC Fiscal Year End Testing
SBXY - SRM Fiscal Year End Testing
TRAIN - ECC Training System
TRAIN - SRM Training System
Upgrades BWF

PROD-ECC Production System

SAP Easy Access


Menu Edit Favorites Extras System Help
SAP
SAP Easy Access - User Menu For SARAH GILES
Favorites
User Menu For SARAH GILES
ECI (1) 010
SAPVXAPECC02
OVR

ECC will time out after 60 minutes of inactivity.

Citrix will time out after 30 minutes of inactivity.

You may need to re-log into Citrix prior to re-logging into ECC.

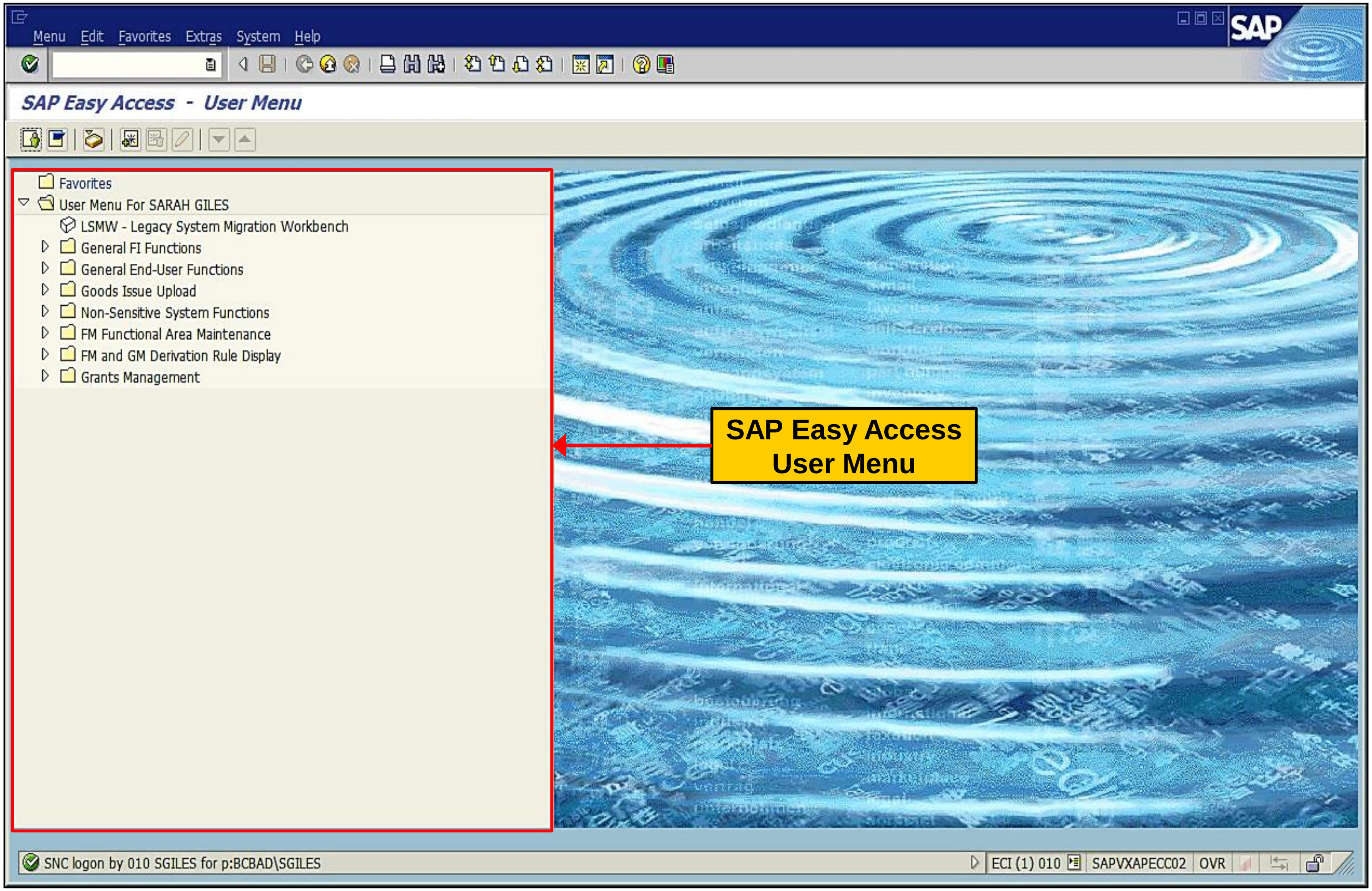
South Carolina Enterprise Information System

LESSON 2 – NAVIGATING SAP EASY ACCESS

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

SAP Easy Access



SAP Easy Access - User Menu

Menu Edit Favorites Extras System Help
SAP

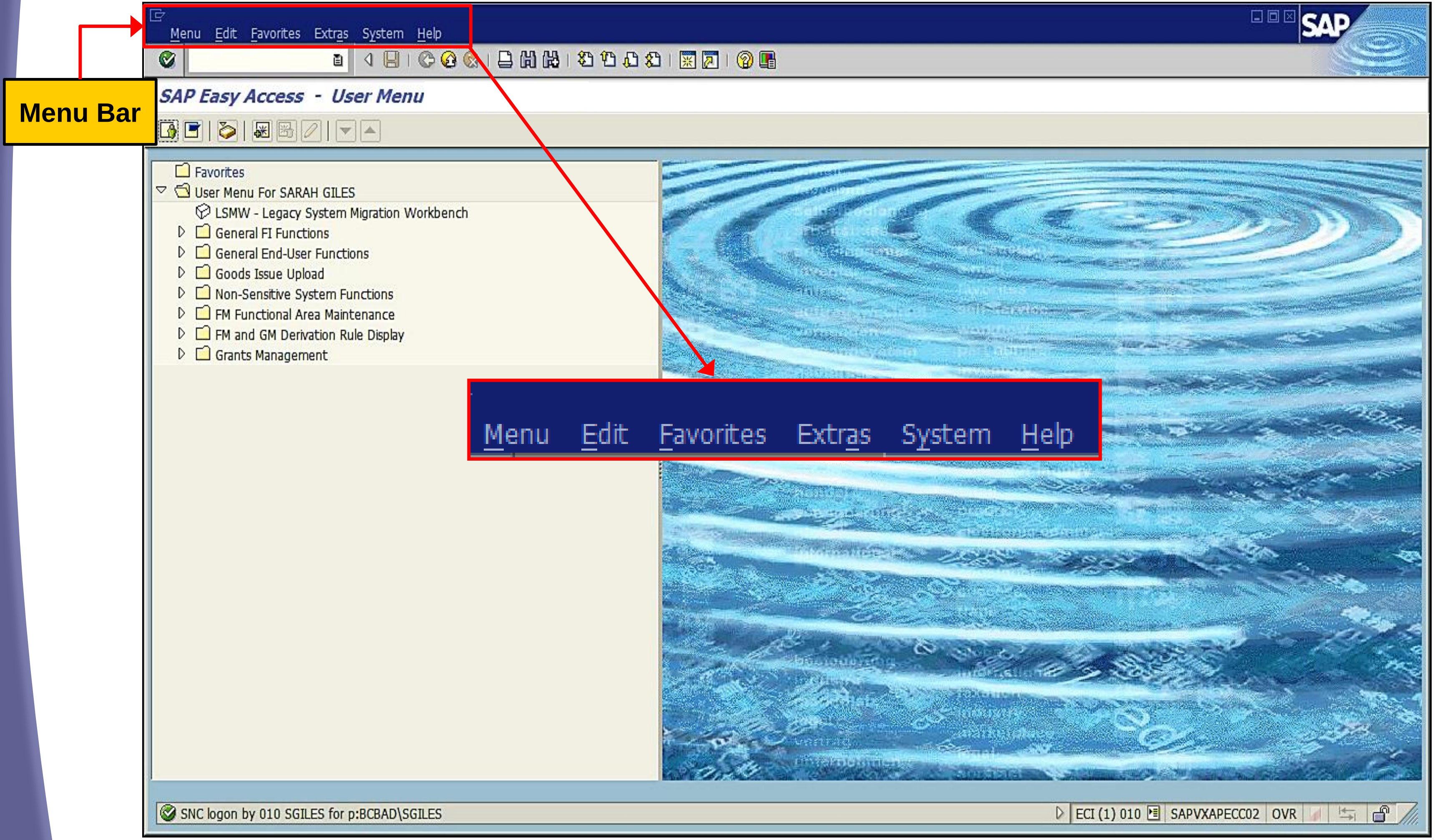
- Favorites
- User Menu For SARAH GILES
  - LSMW - Legacy System Migration Workbench
  - General FI Functions
  - General End-User Functions
  - Goods Issue Upload
  - Non-Sensitive System Functions
  - FM Functional Area Maintenance
  - FM and GM Derivation Rule Display
  - Grants Management

SNC logon by 010 SGILES for p:BCBAD\SGILES

ECI (1) 010
SAPVXAPECC02
OVR

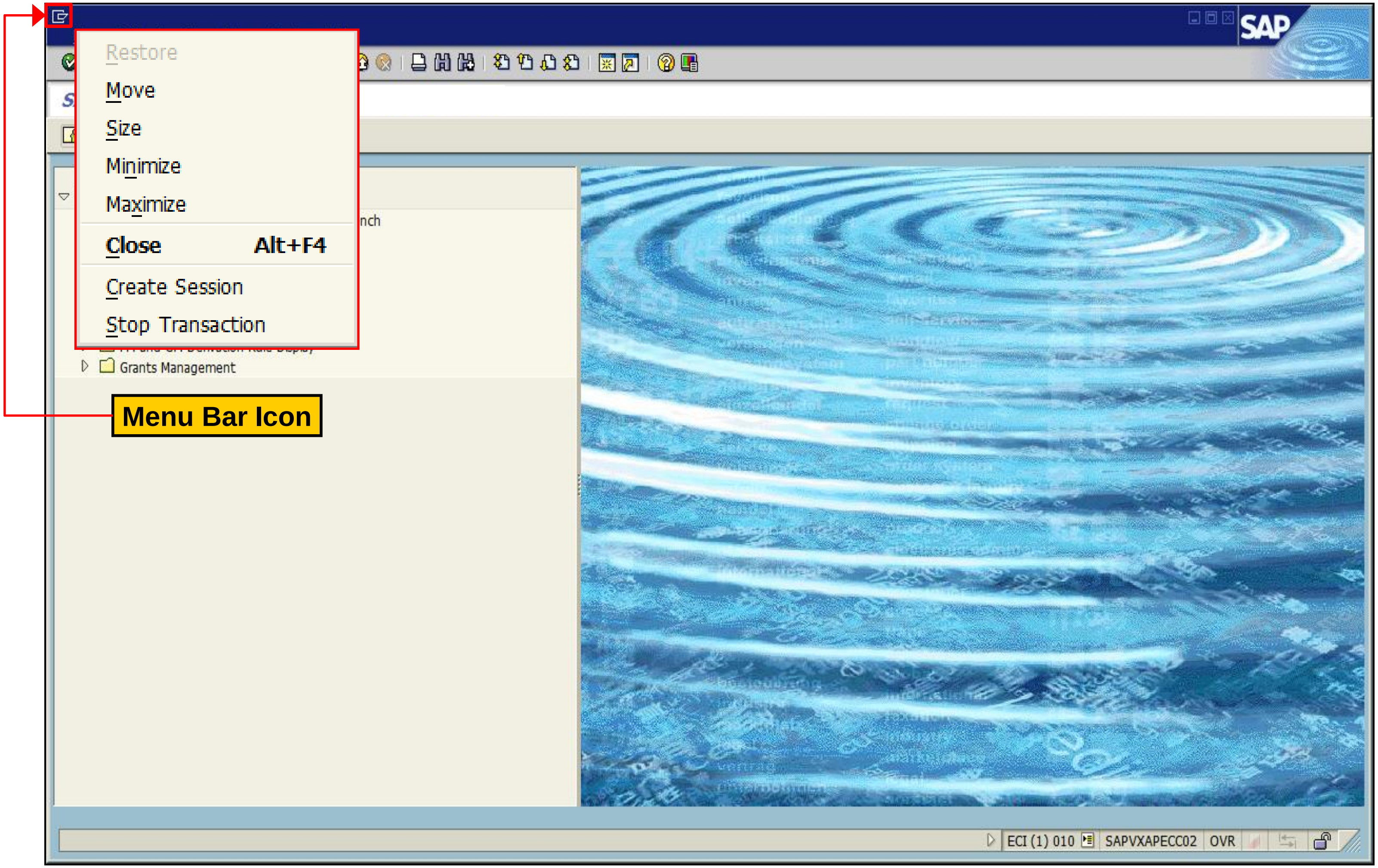
SAP Easy Access User Menu

Navigating the Menu Bar


Menu Bar
Menu Edit Favorites Extras System Help
SAP Easy Access - User Menu
Favorites
User Menu For SARAH GILES
LSMW - Legacy System Migration Workbench
General FI Functions
General End-User Functions
Goods Issue Upload
Non-Sensitive System Functions
FM Functional Area Maintenance
FM and GM Derivation Rule Display
Grants Management
Menu Edit Favorites Extras System Help
ECI (1) 010
SAPVXAPECC02
OVR

SNC logon by 010 SGILES for p:BCBAD\SGILES

Navigating the Menu Bar


Restore
Move
Size
Minimize
Maximize
Close Alt+F4
Create Session
Stop Transaction
Grants Management
ECI (1) 010
SAPVXAPECC02
OVR

Menu Bar Icon

Navigating the Standard Toolbar

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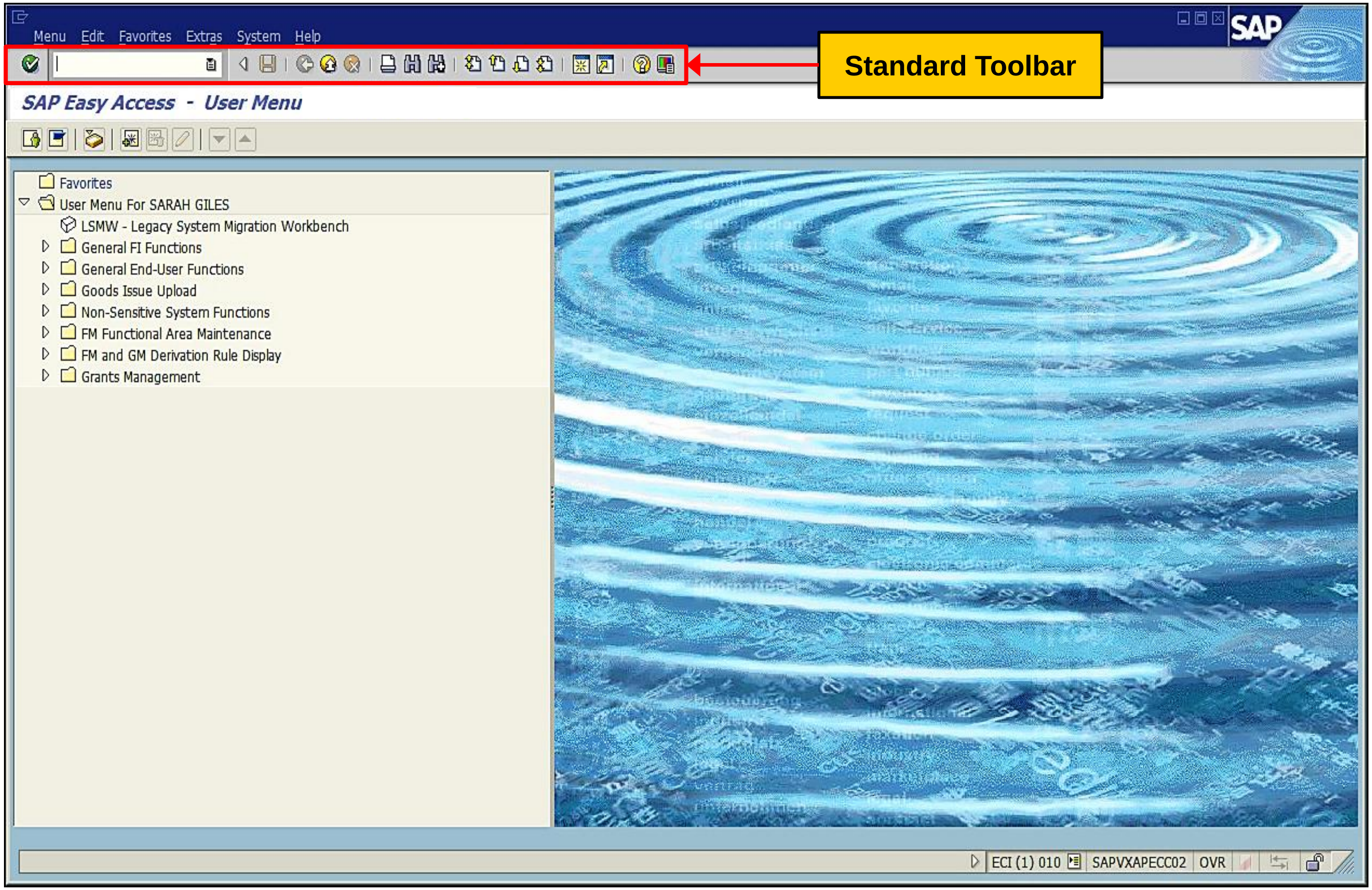

Menu Edit Favorites Extras System Help
Standard Toolbar
SAP
SAP Easy Access - User Menu
Favorites
User Menu For SARAH GILES
LSMW - Legacy System Migration Workbench
General FI Functions
General End-User Functions
Goods Issue Upload
Non-Sensitive System Functions
FM Functional Area Maintenance
FM and GM Derivation Rule Display
Grants Management
ECI (1) 010
SAPVXAPECC02
OVR

Navigating the Standard Toolbar

Enter: Validates field and moves to next function. Does NOT save work.

Command Field and Drop-Down Box: Used to enter transaction codes and view transaction history.

Close or Open Command Field: Shows or Hides the Command Field icon.

Save: Saves data or changes.

Back: Moves back to the previous screen or menu level.

Exit: Exits current menu or task WITHOUT saving data.

Cancel: Cancels data entered in current task.

Navigating the Standard Toolbar

Print: Print document displayed on screen.

Find: Searches for words and numbers or a combination in an open document.

Find Next: Performs extended search.

First Page: Moves to the first page.

Previous Page: Moves one page up.

Next Page: Moves one page down.

Last Page: Moves to last page.

Navigating the Standard Toolbar

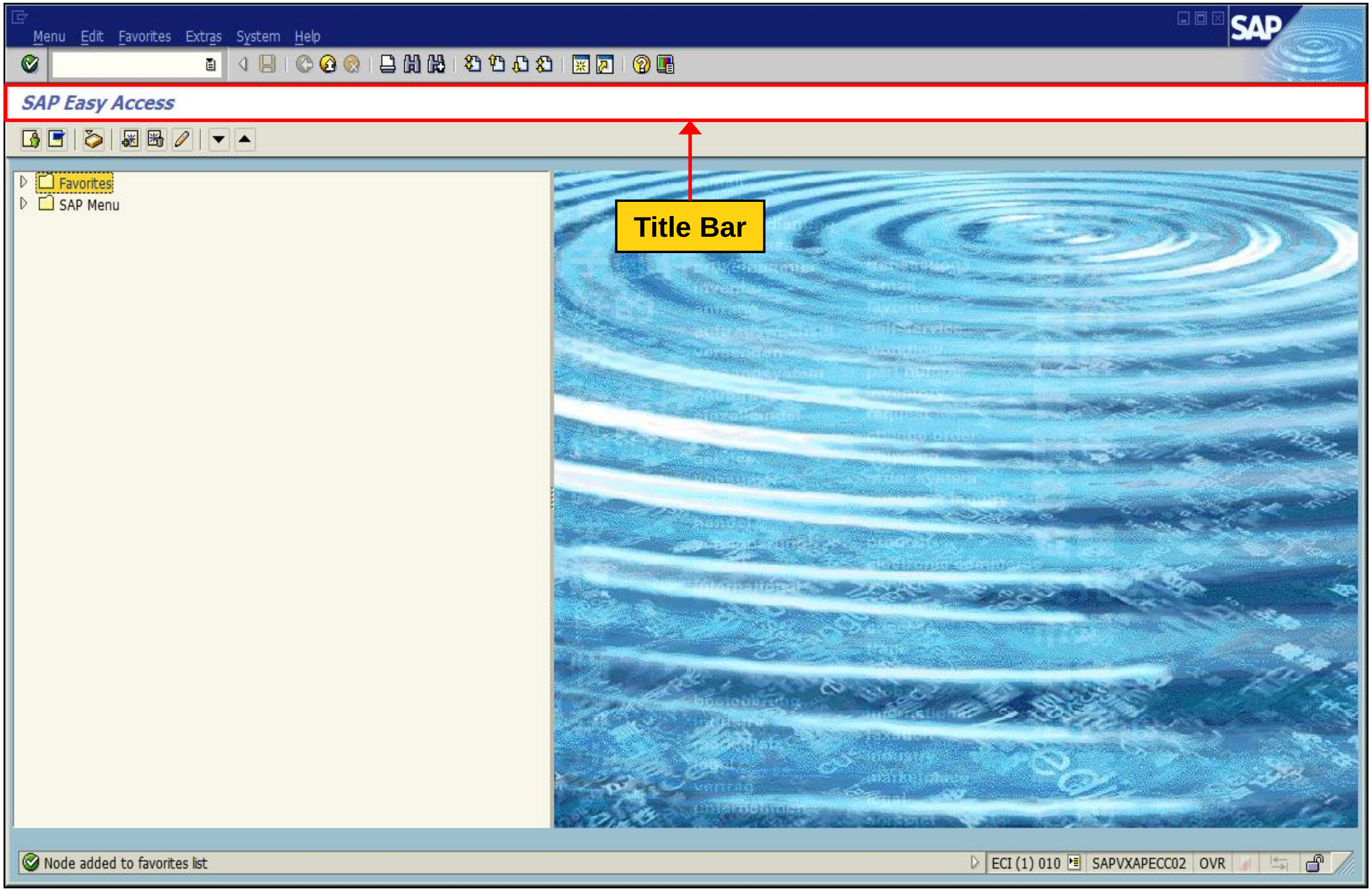
Creates New Session: Creates a new session.

Generates a Shortcut: Generates a shortcut on the desktop.

Help: Displays a definition or message from SAP Online Help.

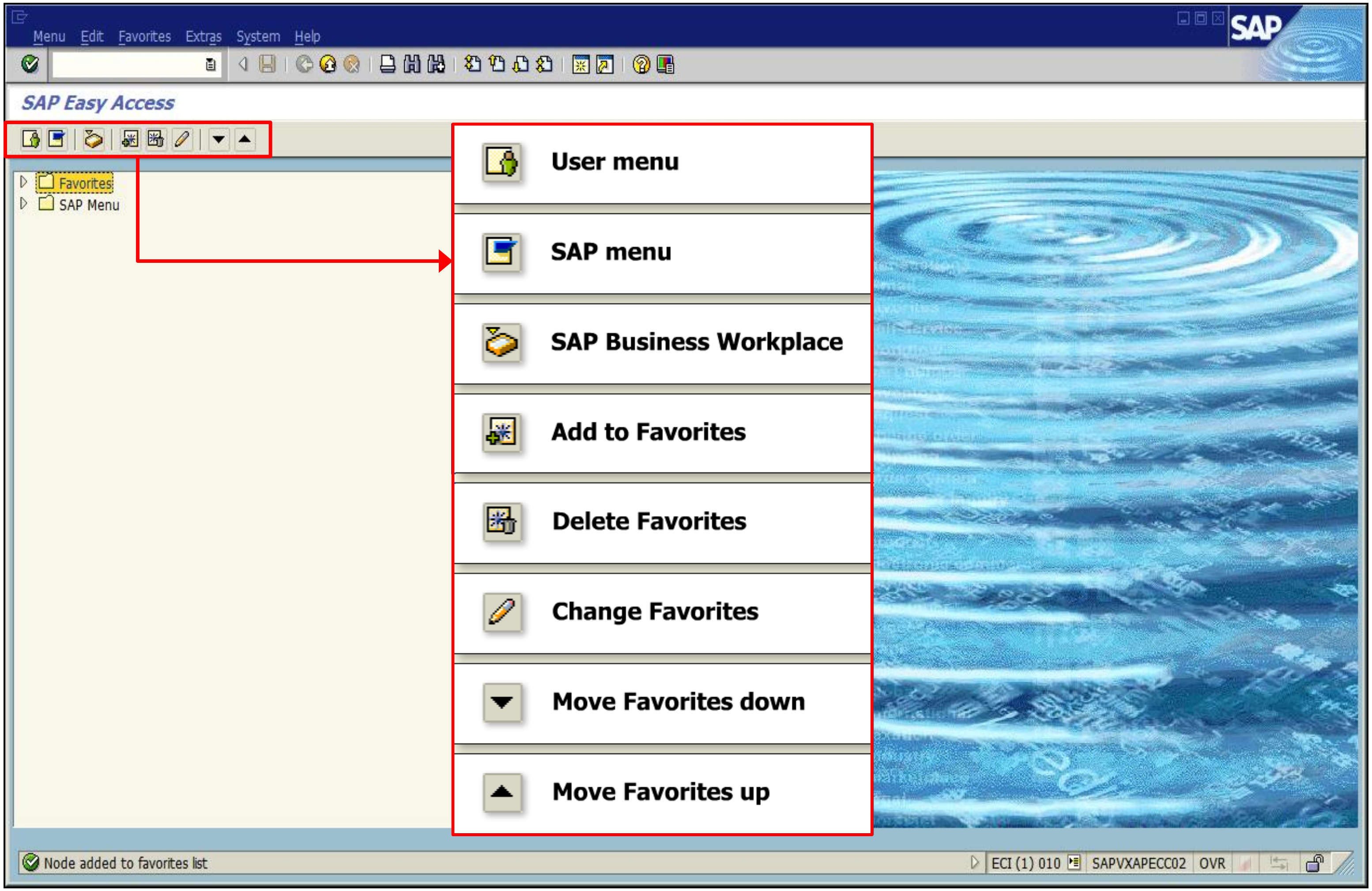
Customize Local Layout: Options to change some user layout preferences.

Title Bar


Menu Edit Favorites Extras System Help
SAP
SAP Easy Access
Title Bar
Favorites
SAP Menu
ECI (1) 010
SAPVXAPECC02
OVR

Node added to favorites list

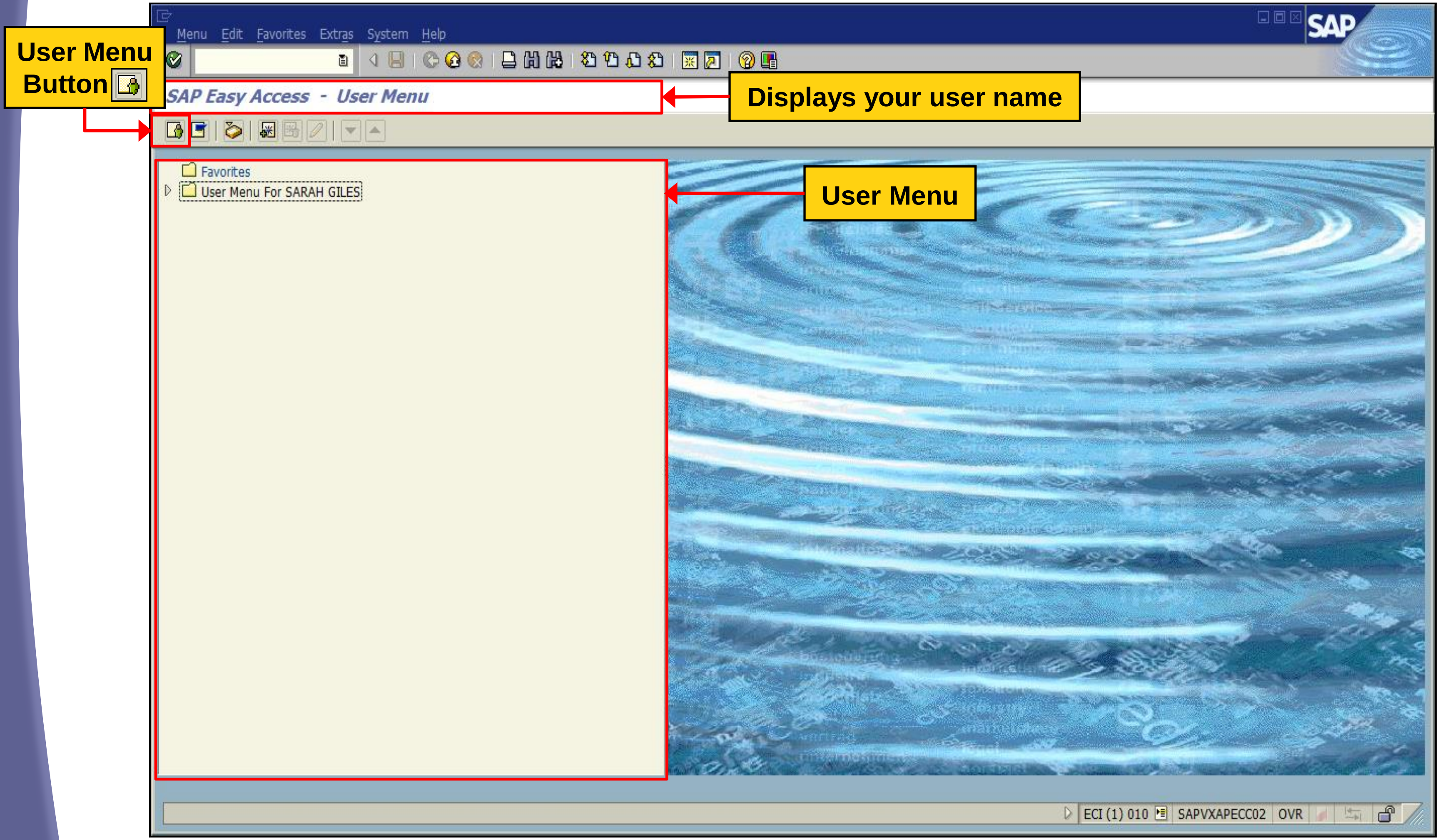
Application Toolbar


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
ECI (1) 010
SAPVXAPECC02
OVR
SAP

Node added to favorites list

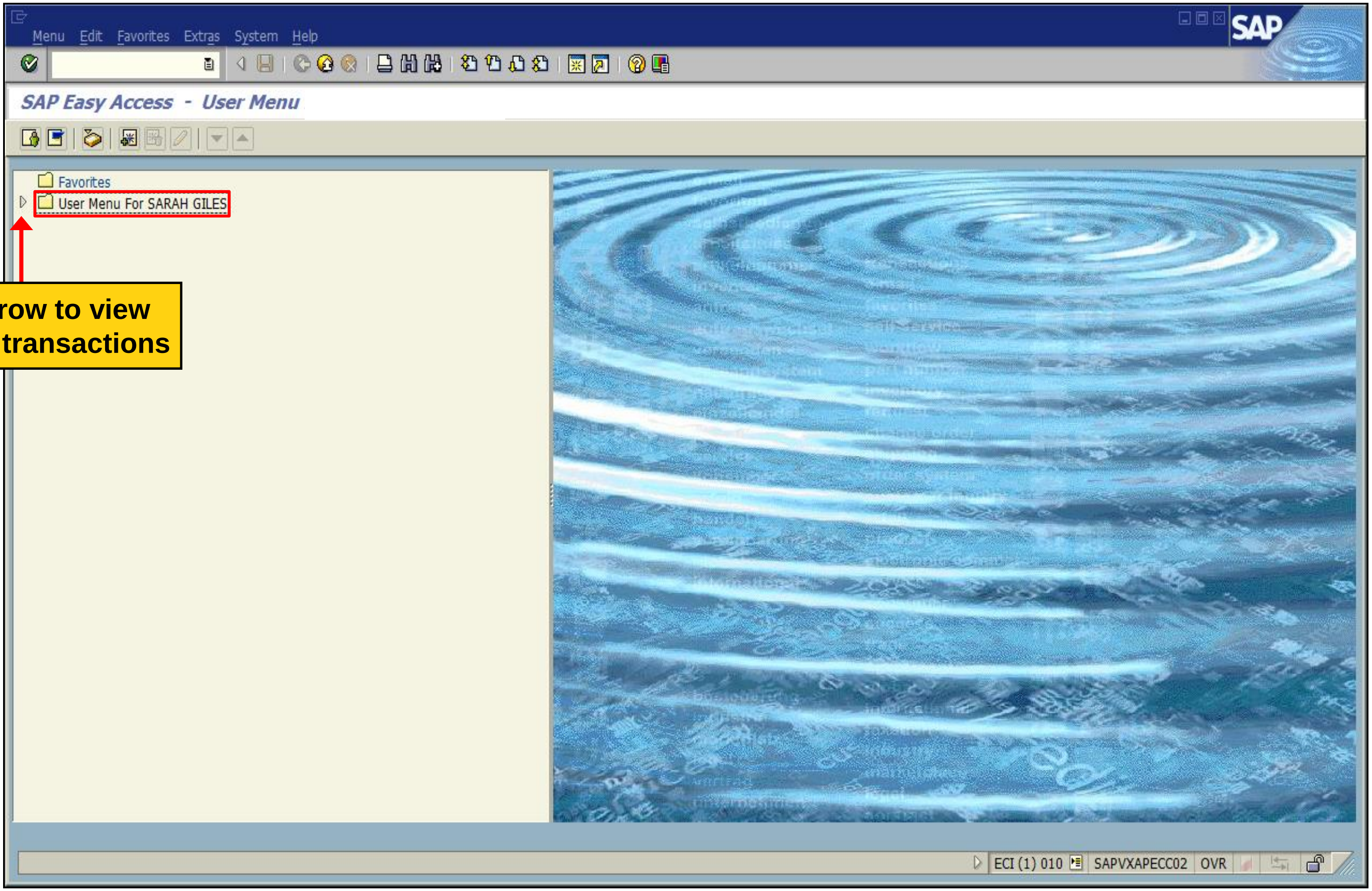
- **User menu**
- **SAP menu**
- **SAP Business Workplace**
- **Add to Favorites**
- **Delete Favorites**
- **Change Favorites**
- **Move Favorites down**
- **Move Favorites up**

User Menu and Folders



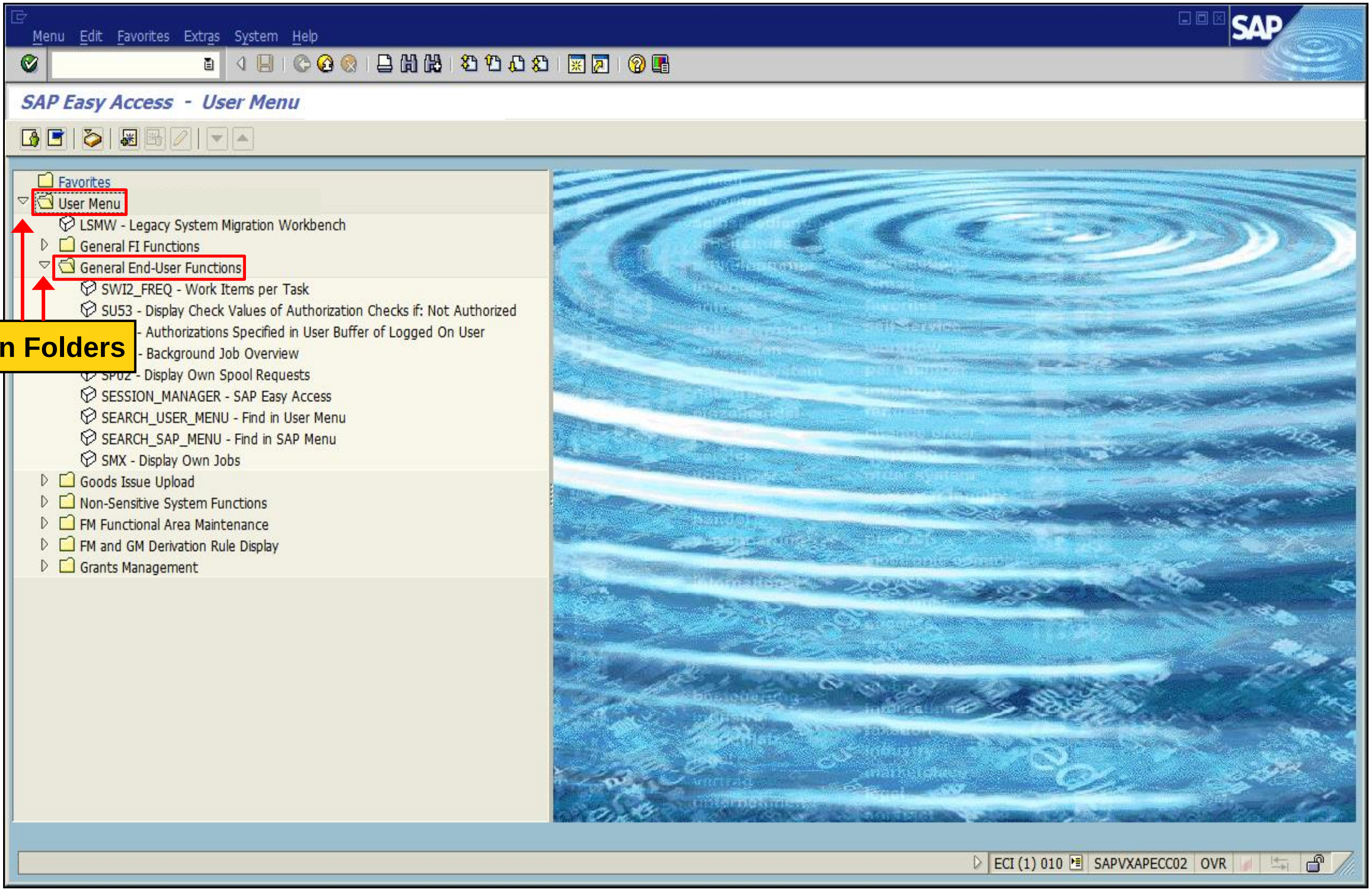
User Menu Button
Displays your user name
User Menu
Menu Edit Favorites Extras System Help
SAP Easy Access - User Menu
Favorites
User Menu For SARAH GILES
ECI (1) 010
SAPVXAPECC02
OVR
SAP

User Menu and Folders


Menu Edit Favorites Extras System Help
SAP Easy Access - User Menu
Favorites
User Menu For SARAH GILES
ECI (1) 010
SAPVXAPECC02
OVR

Click arrow to view available transactions

User Menu and Folders



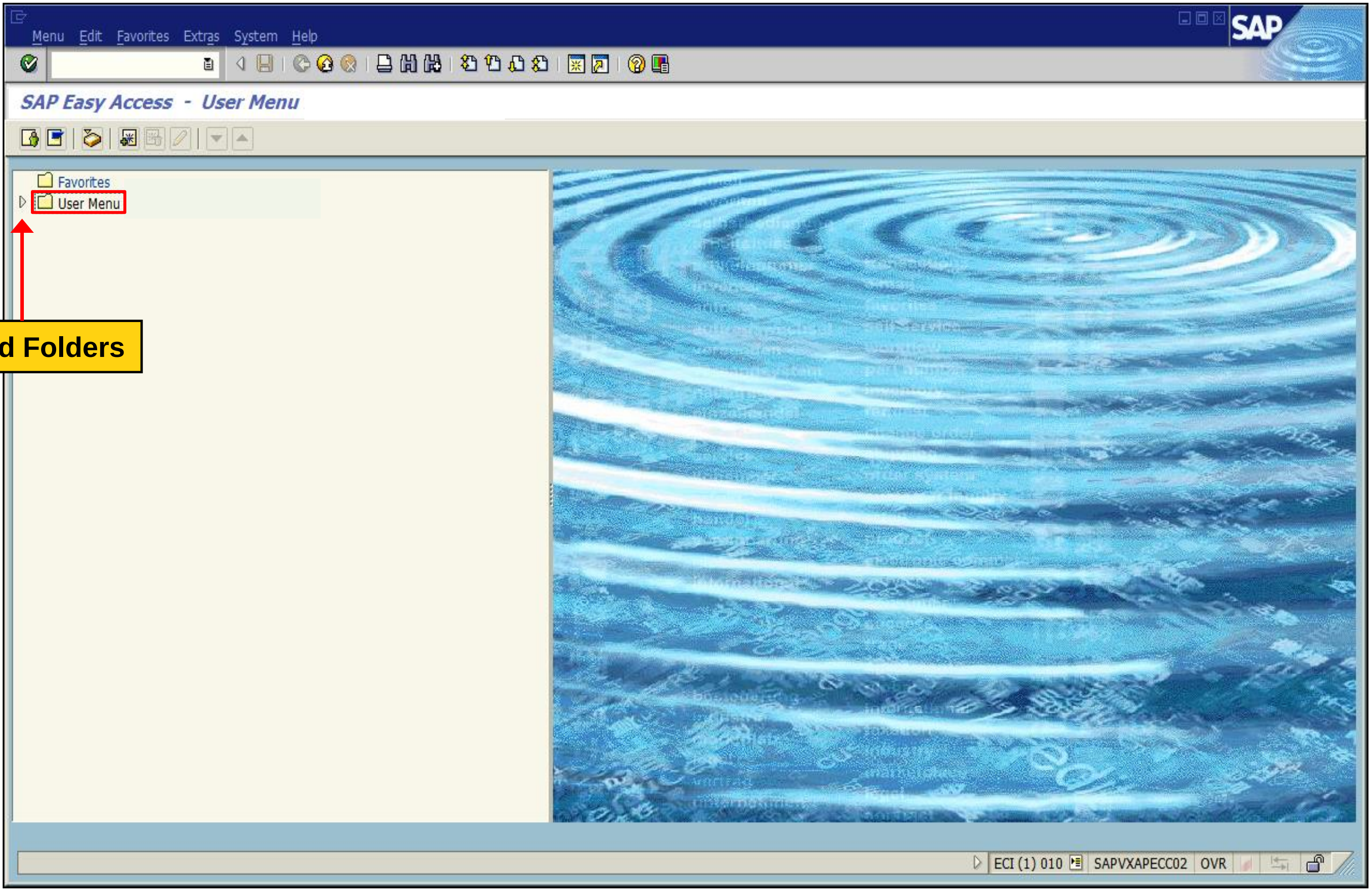
SAP Easy Access - User Menu

- Favorites
- User Menu
  - LSMW - Legacy System Migration Workbench
  - General FI Functions
  - General End-User Functions
    - SWI2_FREQ - Work Items per Task
    - SU53 - Display Check Values of Authorization Checks if: Not Authorized
    - - Authorizations Specified in User Buffer of Logged On User
    - - Background Job Overview
    - SP02 - Display Own Spool Requests
    - SESSION_MANAGER - SAP Easy Access
    - SEARCH_USER_MENU - Find in User Menu
    - SEARCH_SAP_MENU - Find in SAP Menu
    - SMX - Display Own Jobs
  - Goods Issue Upload
  - Non-Sensitive System Functions
  - FM Functional Area Maintenance
  - FM and GM Derivation Rule Display
  - Grants Management

ECI (1) 010 SAPVXAPECC02 OVR

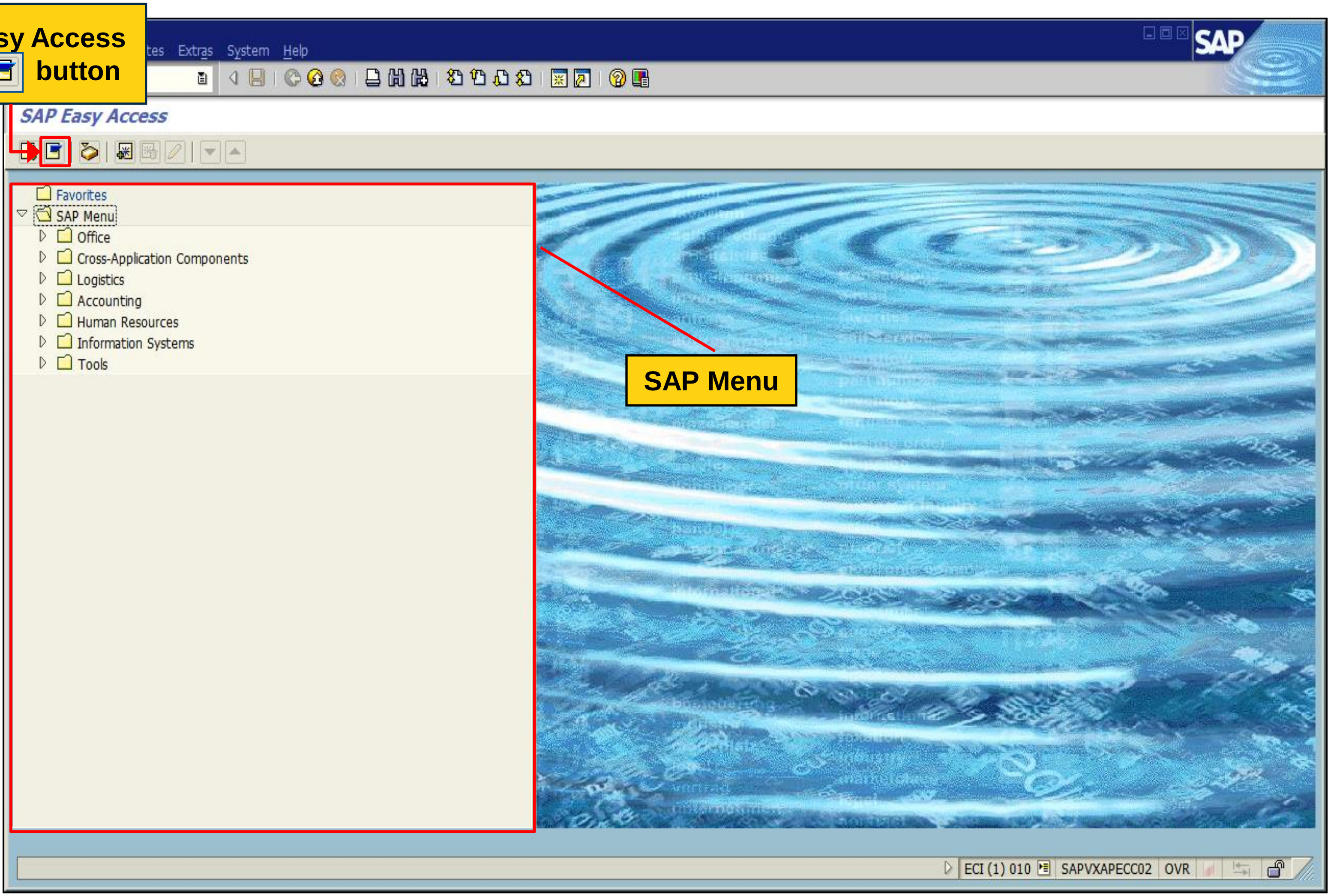
Open Folders

User Menu and Folders


Menu Edit Favorites Extras System Help
SAP Easy Access - User Menu
Favorites
User Menu
ECI (1) 010 SAPVXAPECC02 OVR

Closed Folders

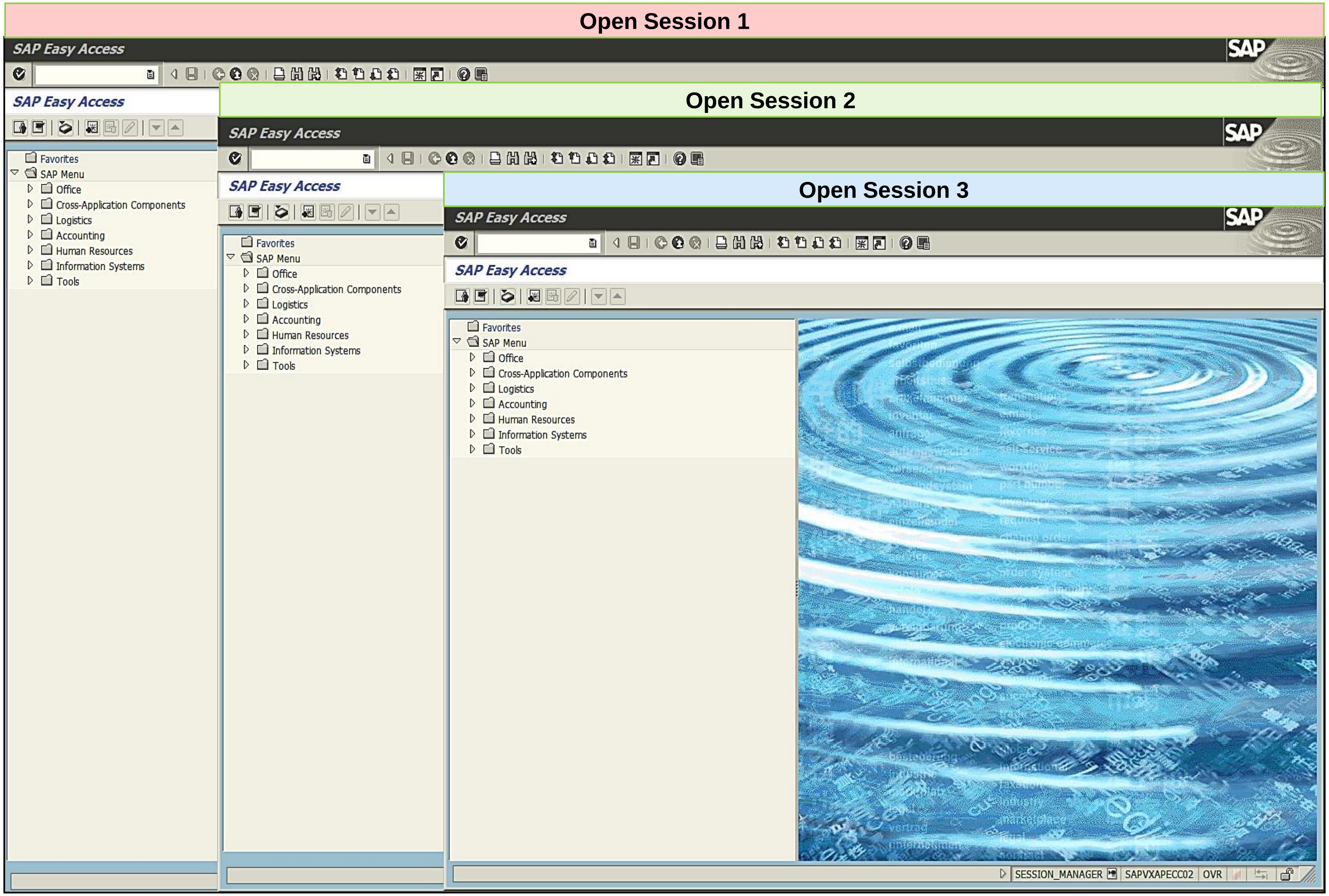
SAP Menu


tes Extras System Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
ECI (1) 010 SAPVXAPECC02 OVR

SAP Easy Access Menu ▣ **button**

SAP Menu

ECC Session Overview

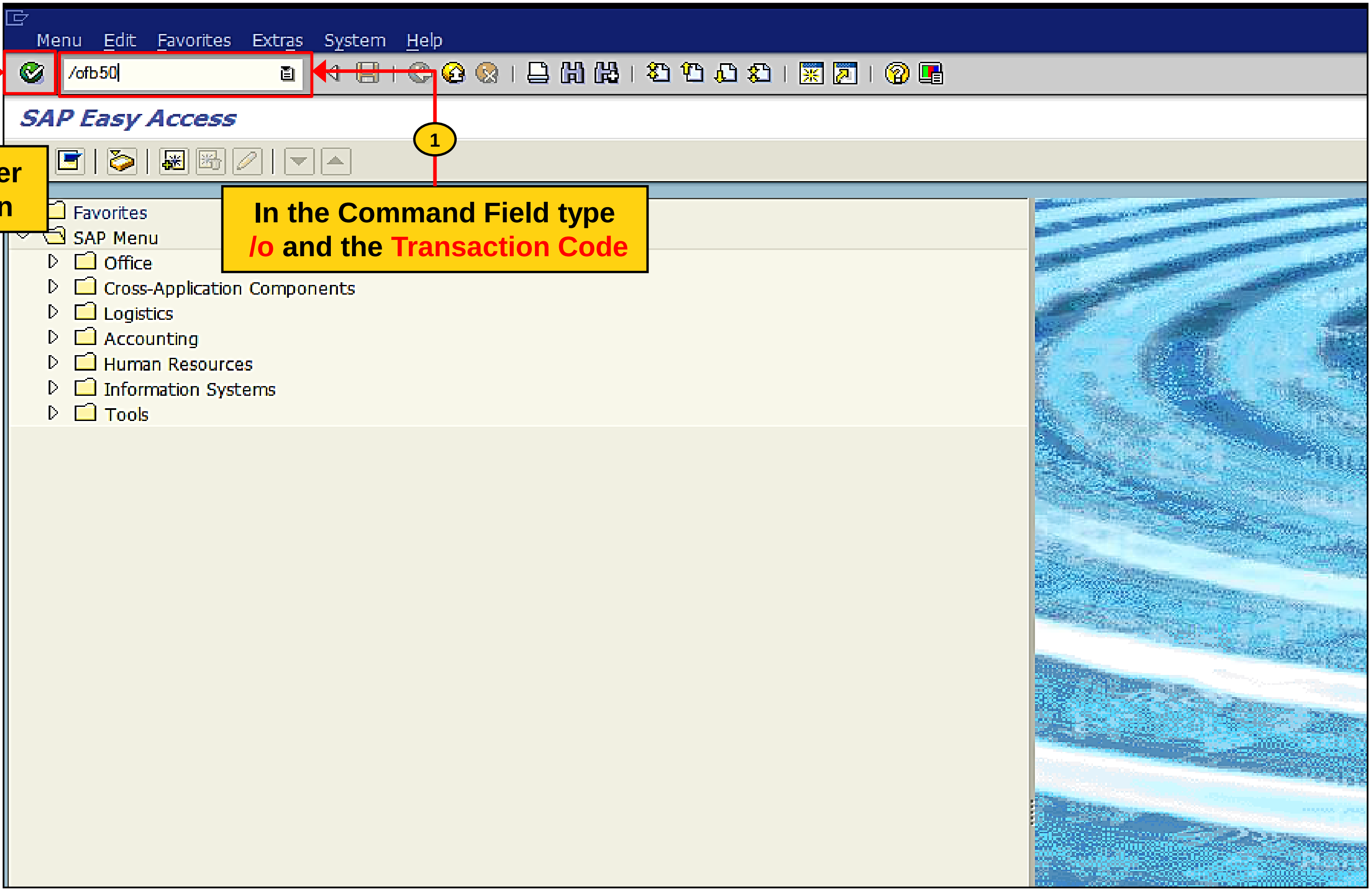

Open Session 1

Open Session 2

Open Session 3

SAP Easy Access
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SAP Easy Access
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SAP Easy Access
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SESSION_MANAGER
SAPVXAPECC02
OVR

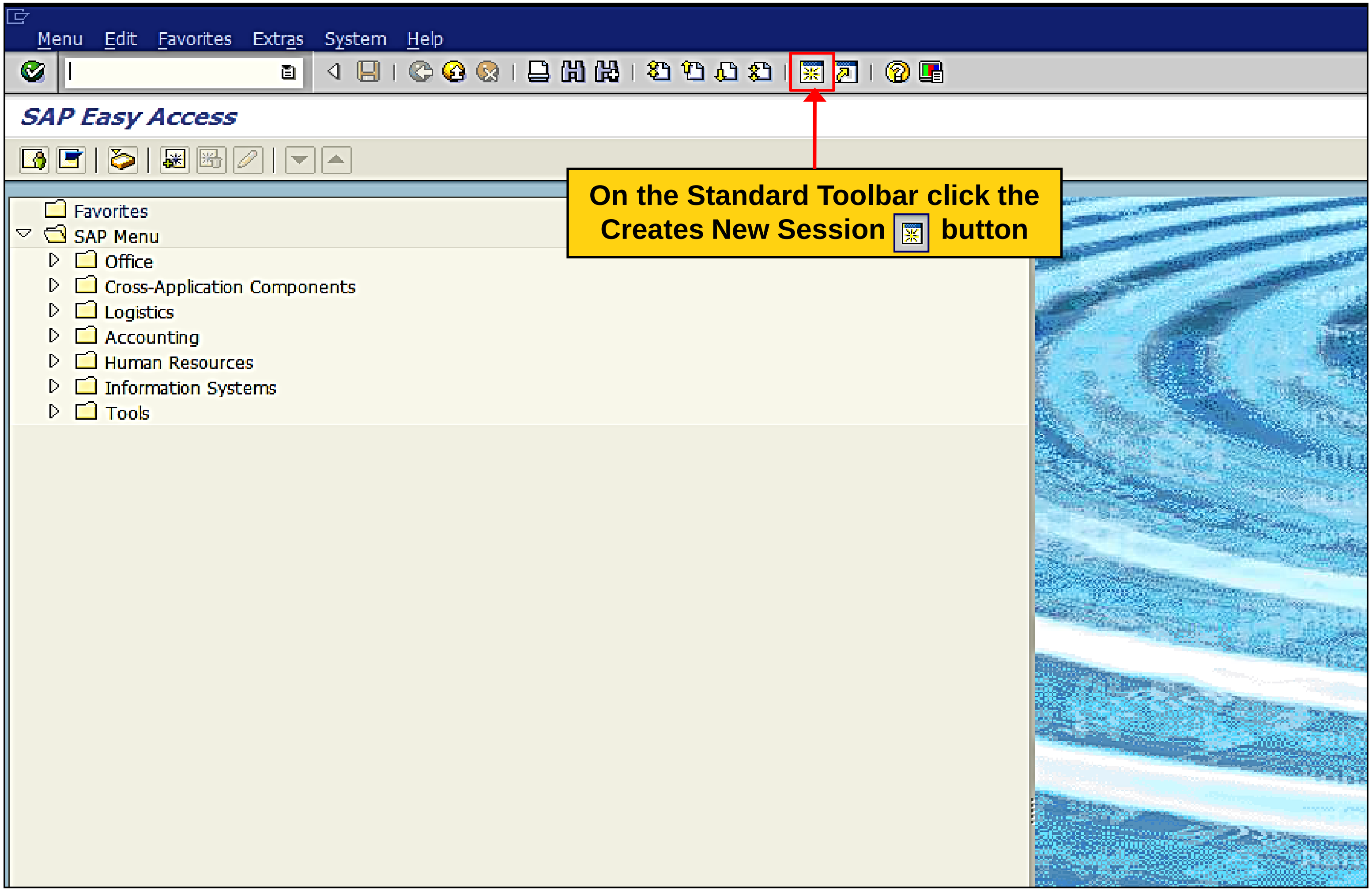
Creating a New Session: Option 1


Menu
Edit
Favorites
Extras
System
Help
/ofb50
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

1 In the Command Field type **/o** and the **Transaction Code**

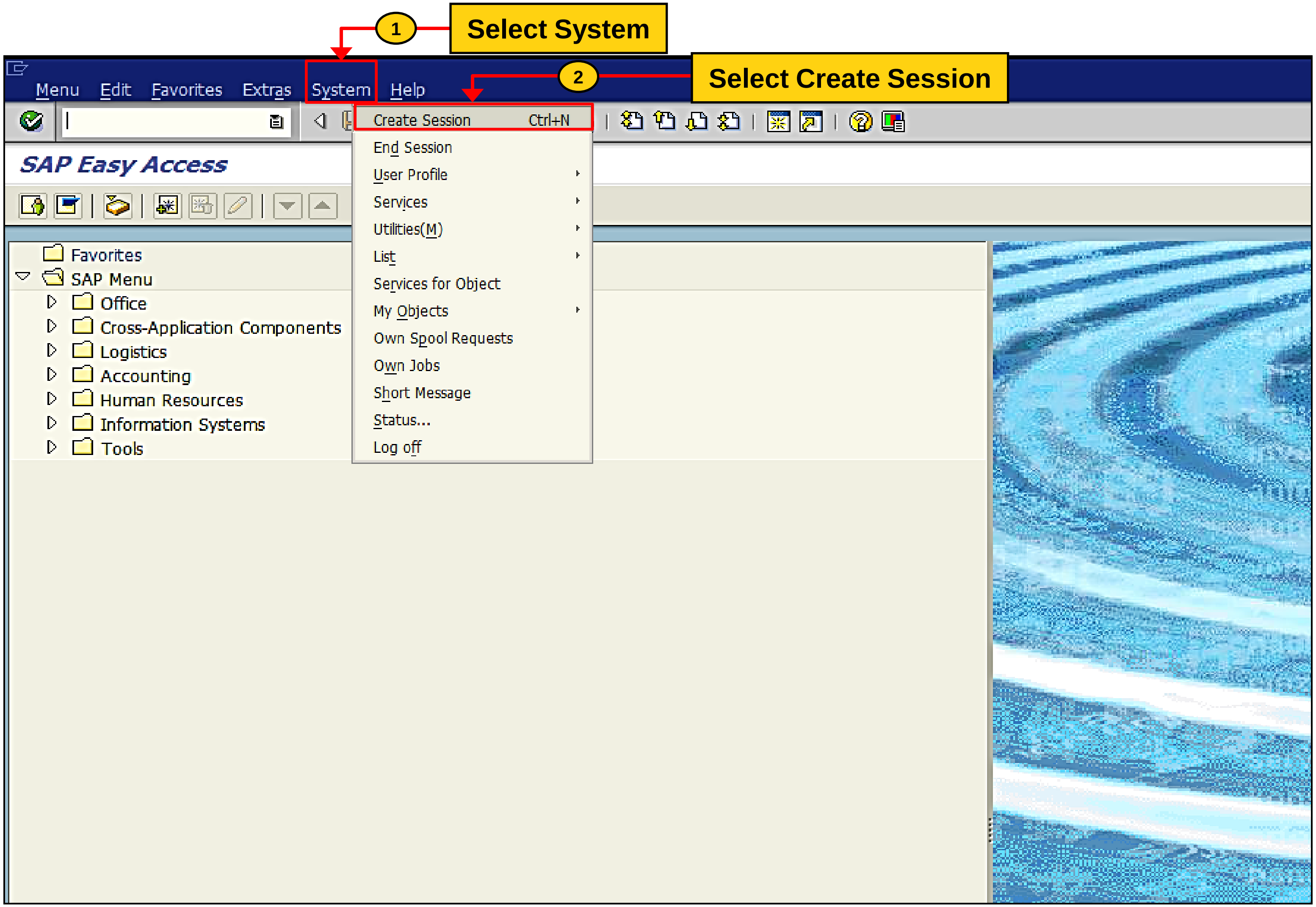
2 **Click Enter ✓ Button**

Creating a New Session: Option 2


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

On the Standard Toolbar click the Creates New Session button

Creating a New Session: Option 3

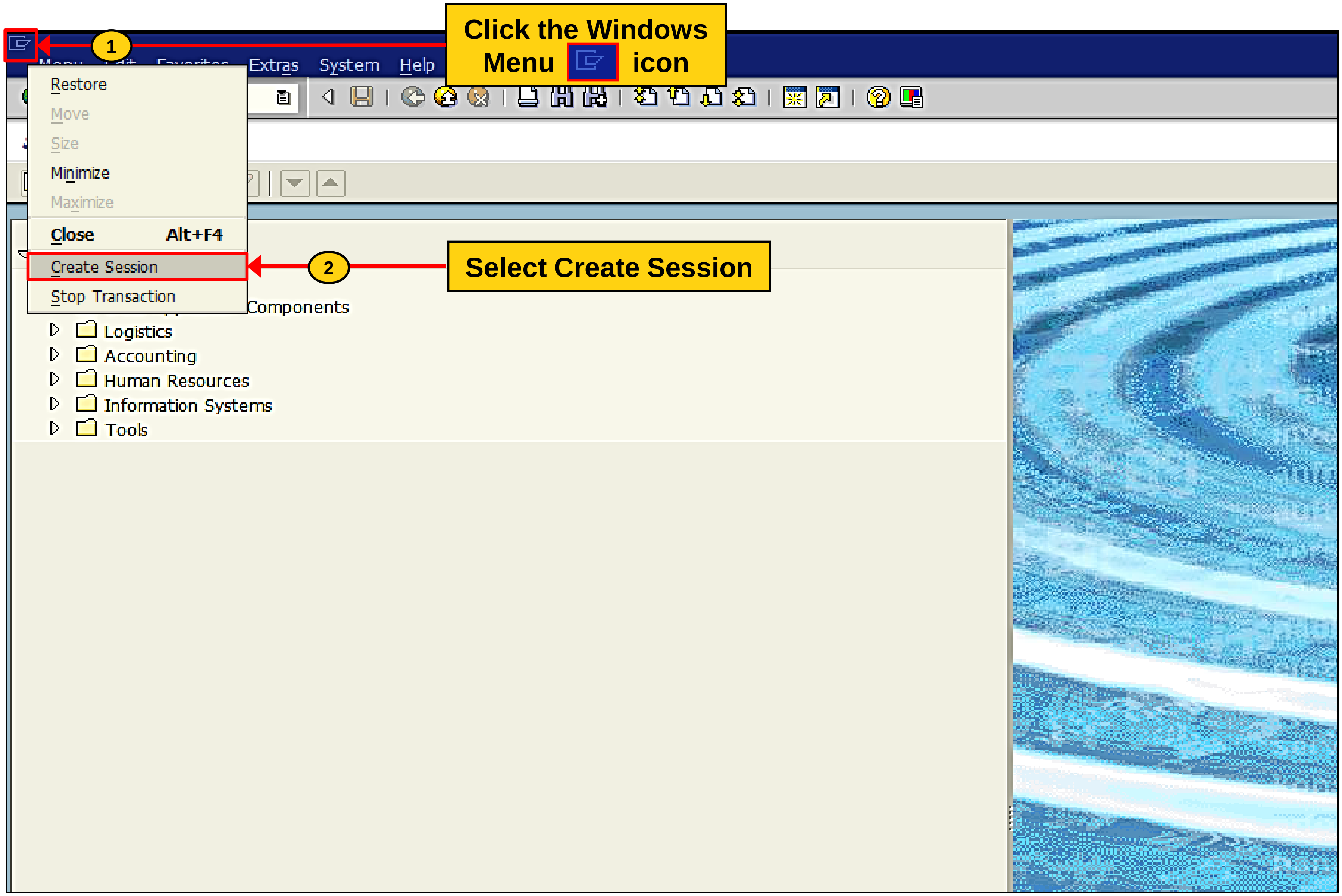


1 **Select System**

2 **Select Create Session**

Menu
Edit
Favorites
Extras
System
Help
Create Session Ctrl+N
End Session
User Profile
Services
Utilities(M)
List
Services for Object
My Objects
Own Spool Requests
Own Jobs
Short Message
Status...
Log off
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Creating a New Session: Option 4

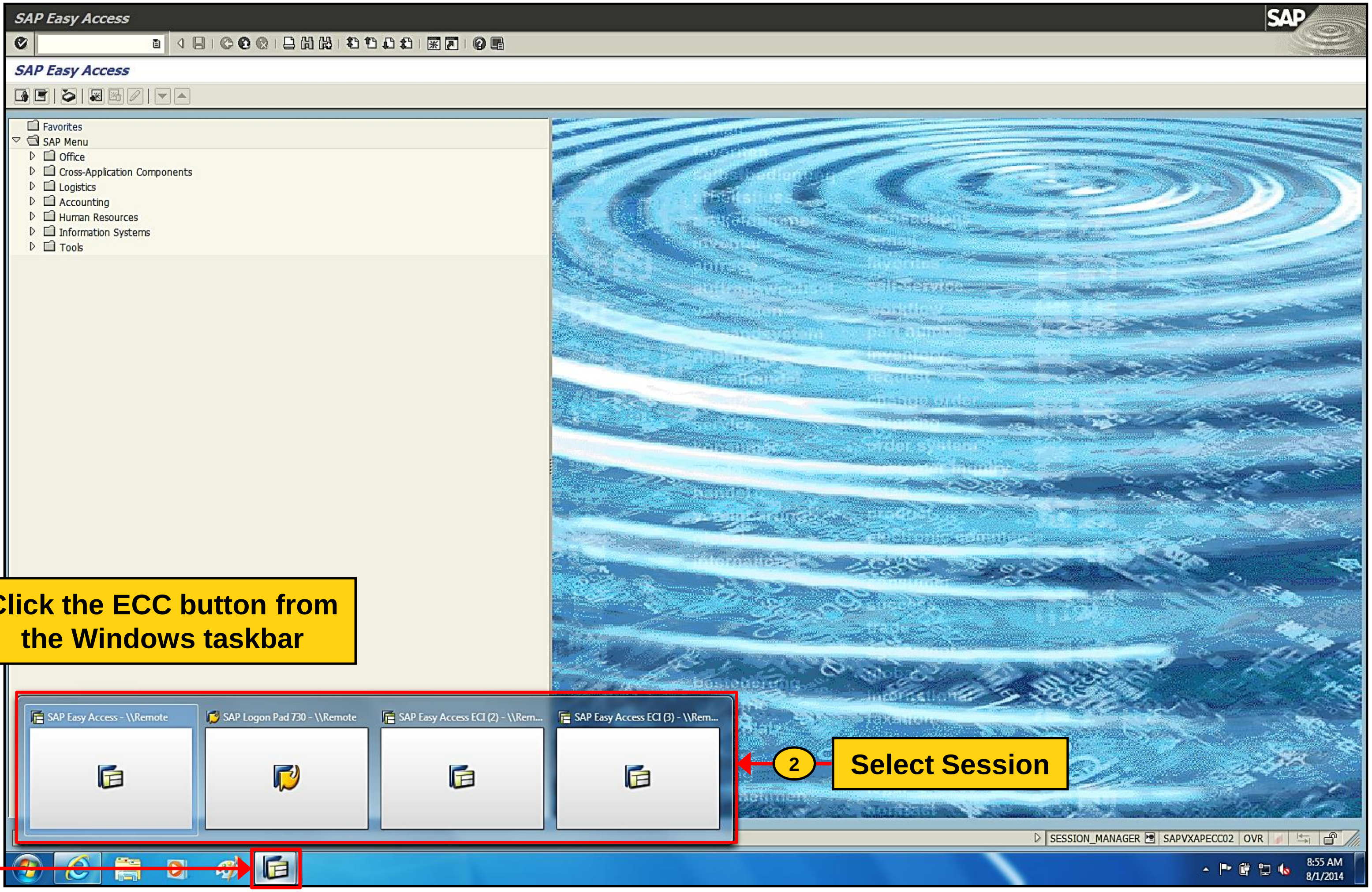


1
Extras
System
Help
Restore
Move
Size
Minimize
Maximize
Close Alt+F4
Create Session
Stop Transaction
2
Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Click the Windows Menu icon

Select Create Session

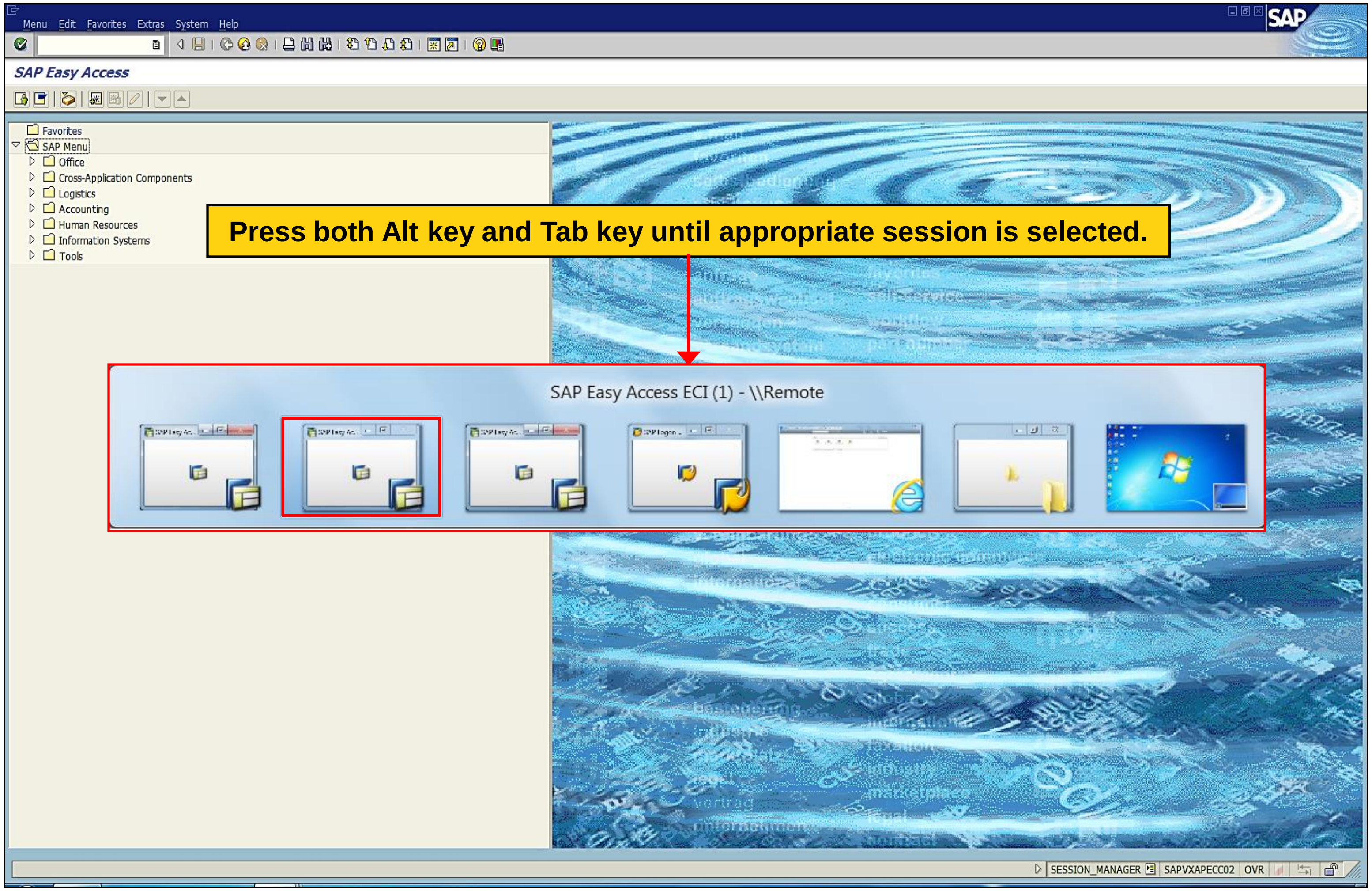
Navigating Multiple Open Sessions


SAP Easy Access
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SAP Easy Access - \\Remote
SAP Logon Pad 730 - \\Remote
SAP Easy Access ECI (2) - \\Rem...
SAP Easy Access ECI (3) - \\Rem...
SESSION_MANAGER
SAPVXAPECC02
OVR
8:55 AM
8/1/2014

1 Click the ECC button from the Windows taskbar

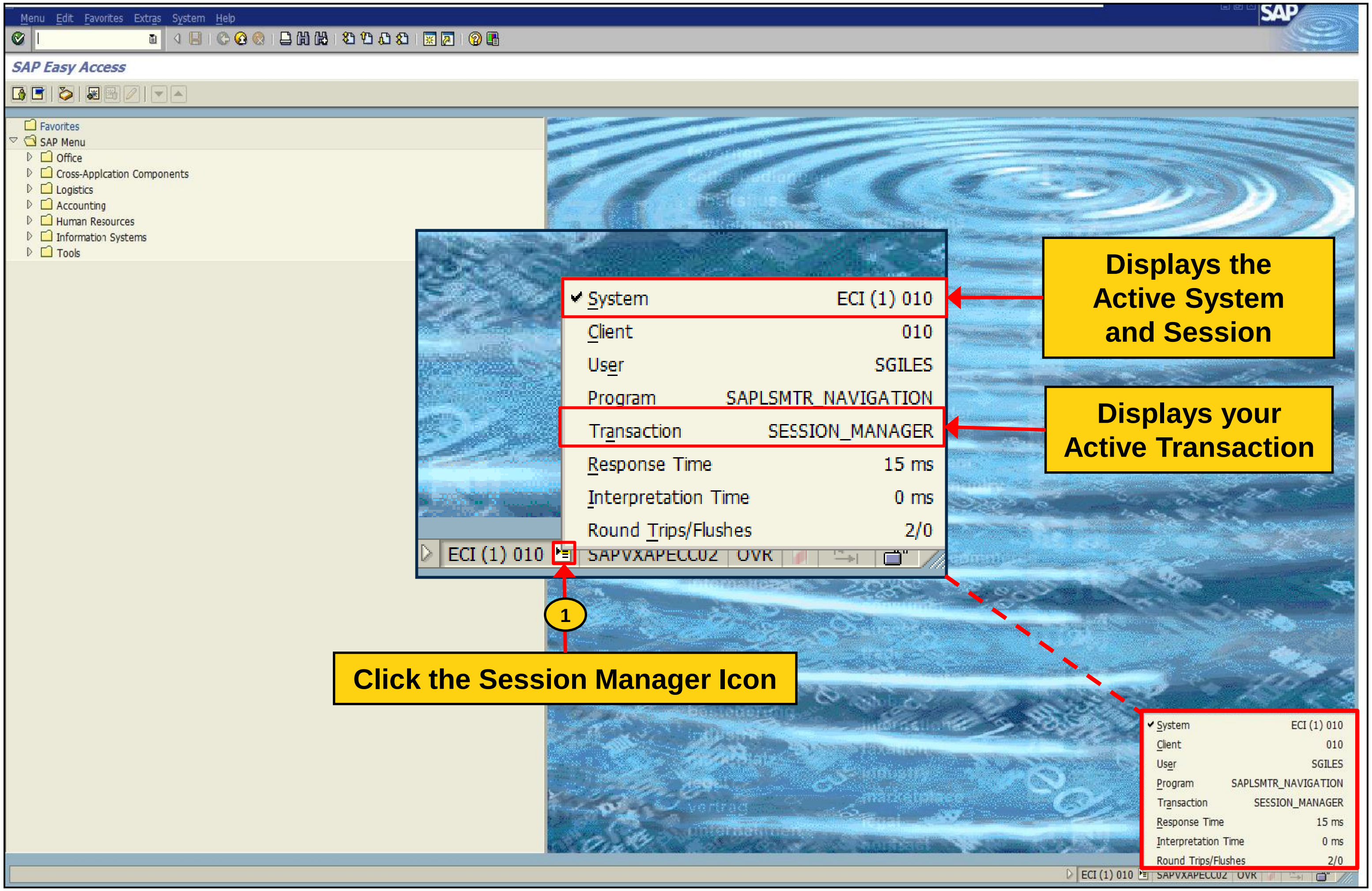
2 Select Session

Navigating Multiple Open Sessions


Menu Edit Favorites Extras System Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SAP Easy Access ECI (1) - \\Remote
SESSION_MANAGER
SAPVXAPECC02
OVR

Press both Alt key and Tab key until appropriate session is selected.

Verifying Open Sessions


Menu Edit Favorites Extras System Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Applcation Components
Logistics
Accounting
Human Resources
Information Systems
Tools

✔ System	ECI (1) 010
Client	010
User	SGILES
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response Time	15 ms
Interpretation Time	0 ms
Round Trips/Flushes	2/0

ECI (1) 010 | SAPVXAPECC02 | OVR

Displays the Active System and Session

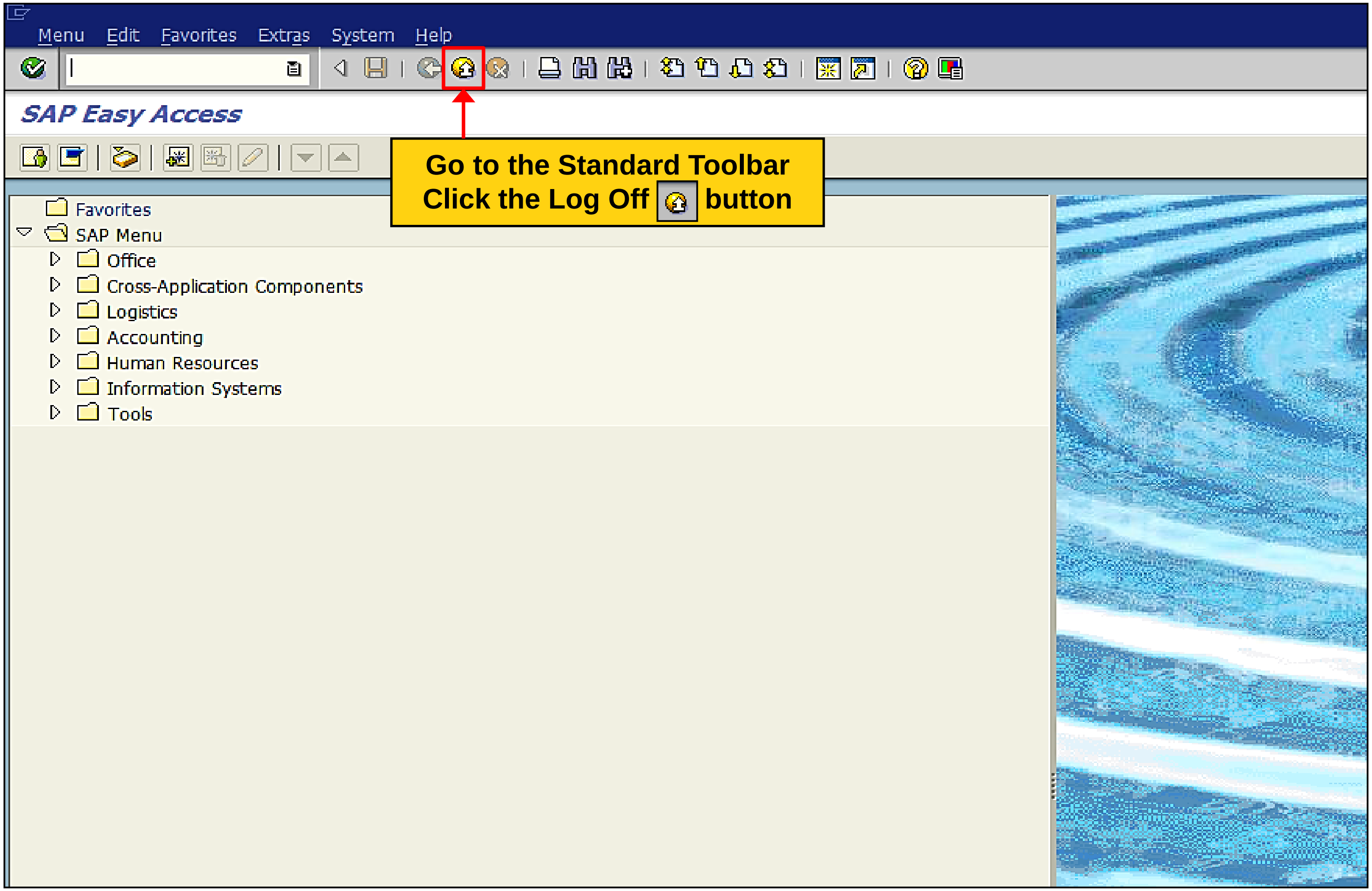
Displays your Active Transaction

1

Click the Session Manager Icon

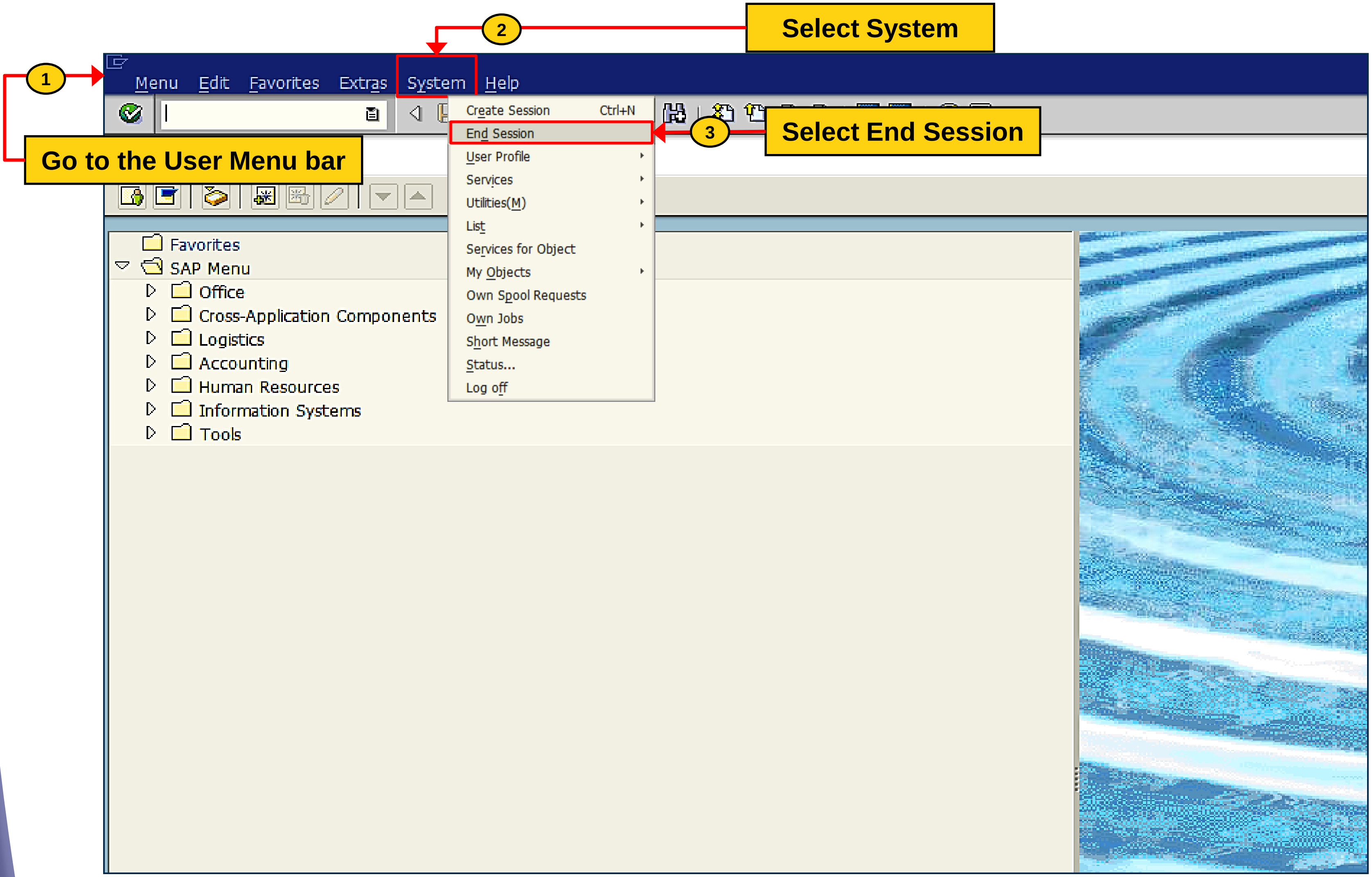
✔ System ECI (1) 010
Client 010
User SGILES
Program SAPLSMTR_NAVIGATION
Transaction SESSION_MANAGER
Response Time 15 ms
Interpretation Time 0 ms
Round Trips/Flushes 2/0
ECI (1) 010 | SAPVXAPECC02 | OVR

Closing a Session: Option 1


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

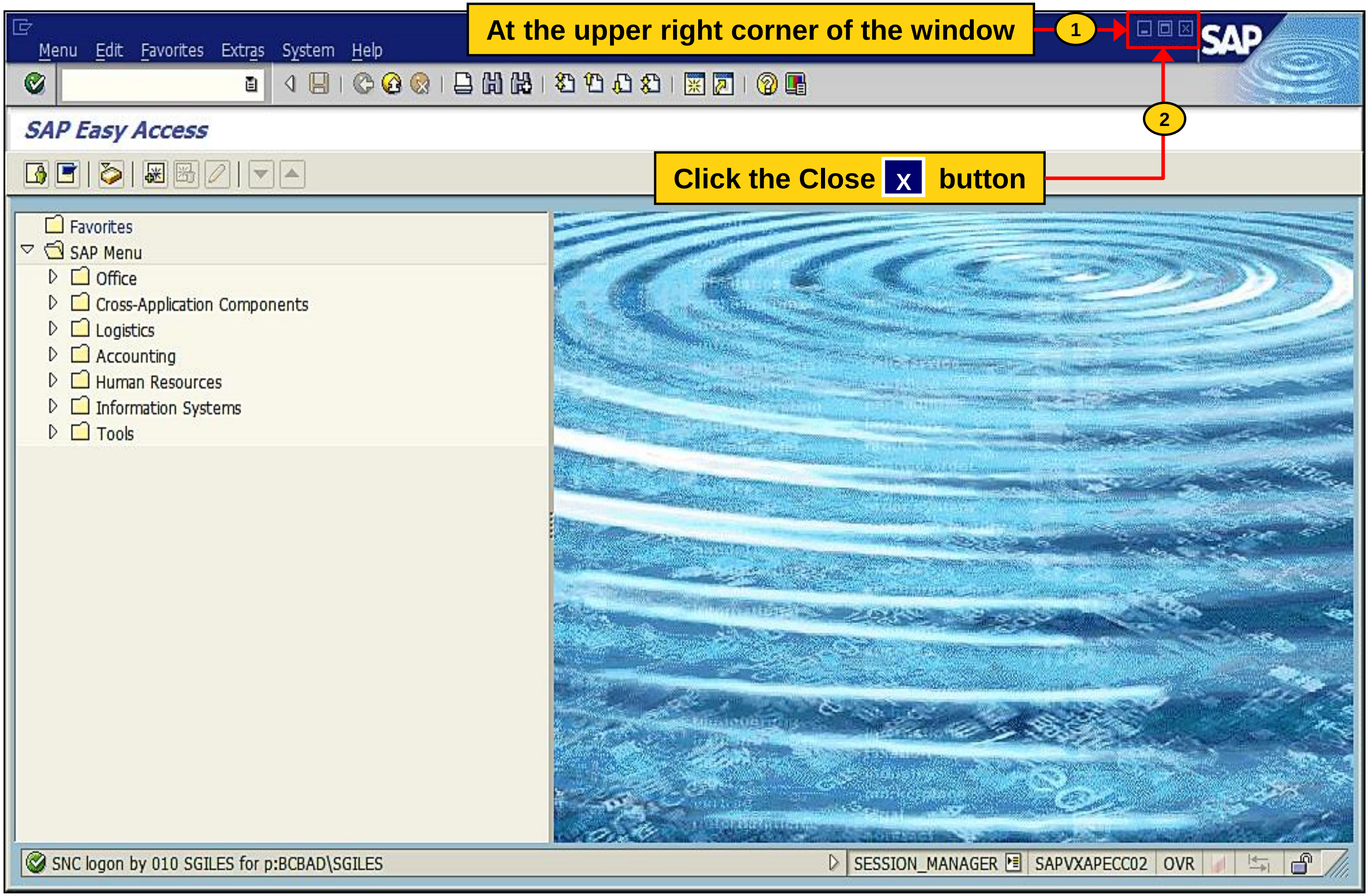
Go to the Standard Toolbar
Click the Log Off button

Closing a Session: Option 2



1
Go to the User Menu bar
2
Select System
3
Select End Session
Menu
Edit
Favorites
Extras
System
Help
Create Session Ctrl+N
End Session
User Profile
Services
Utilities(M)
List
Services for Object
My Objects
Own Spool Requests
Own Jobs
Short Message
Status...
Log off
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Closing a Session: Option 3


Menu
Edit
Favorites
Extras
System
Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
SESSION_MANAGER
SAPVXAPECC02
OVR

① At the upper right corner of the window

② Click the Close x button

SNC logon by 010 SGILES for p:BCBAD\SGILES

SCEIS

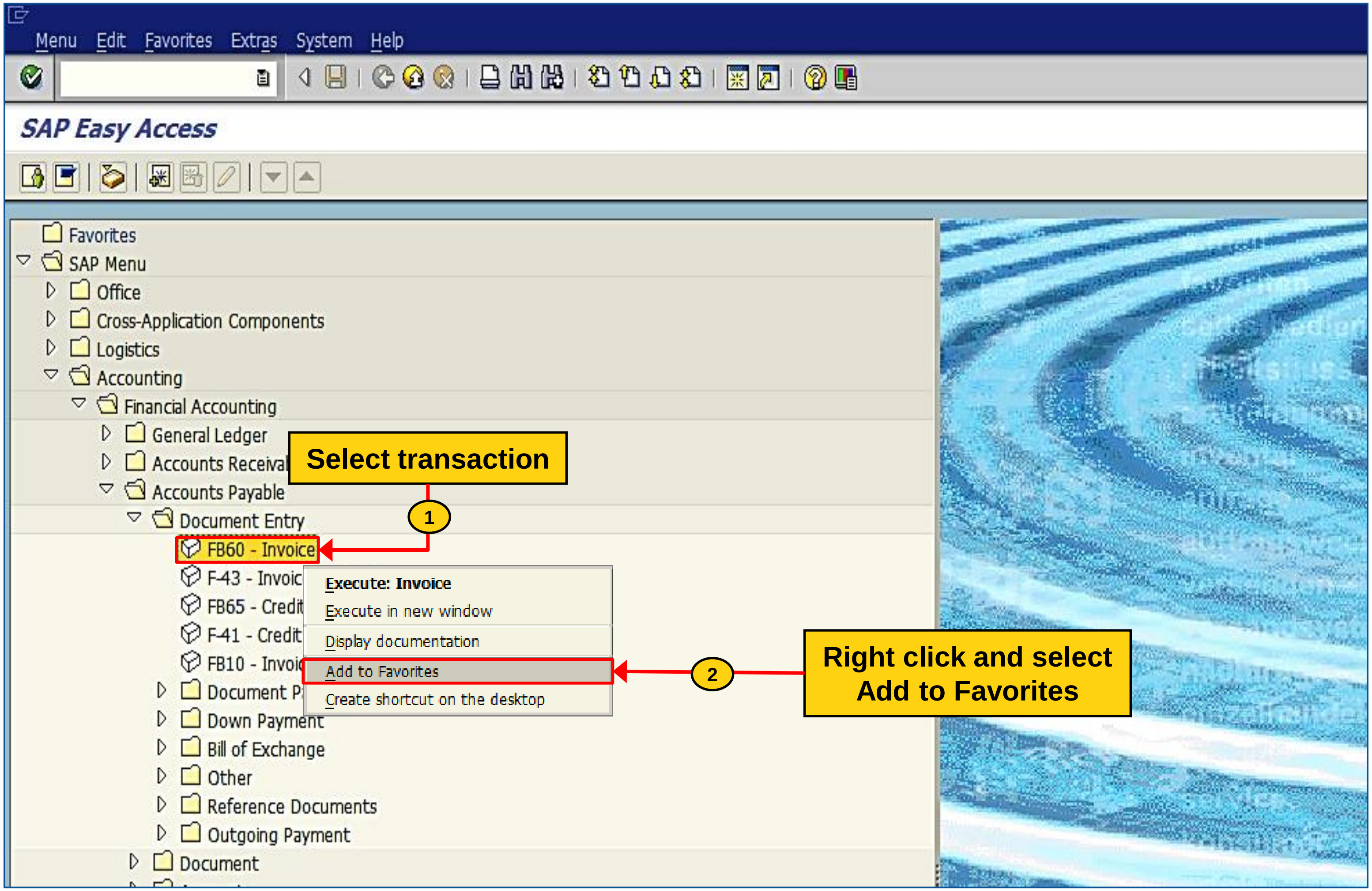
South Carolina Enterprise Information System

LESSON 4 – FAVORITES FOLDERS

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Adding Favorites: Option 1


Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receival
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoic
FB65 - Credit
F-41 - Credit
FB10 - Invoic
Document P
Down Payment
Bill of Exchange
Other
Reference Documents
Outgoing Payment
Document
Execute: Invoice
Execute in new window
Display documentation
Add to Favorites
Create shortcut on the desktop

Select transaction

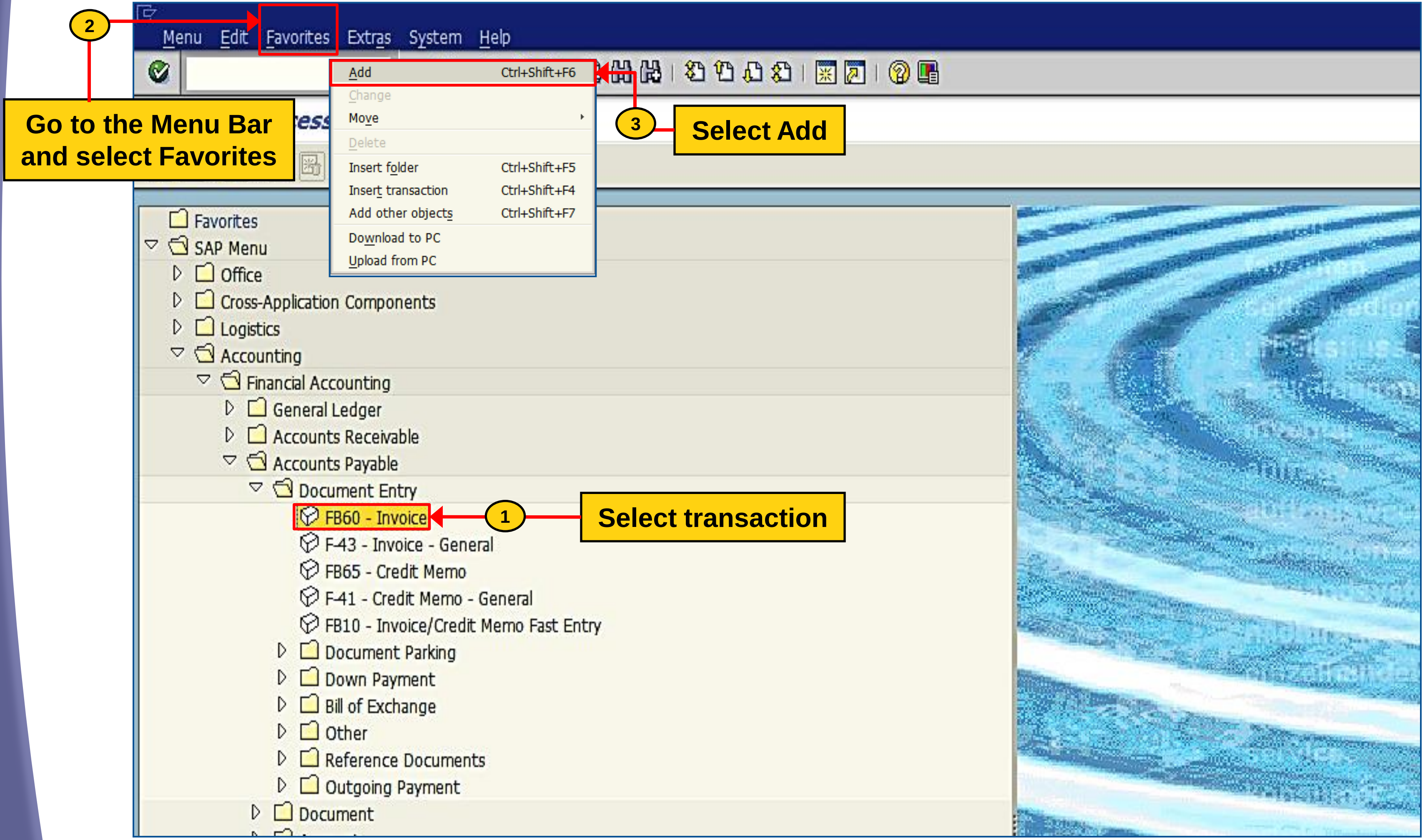
1

2

Right click and select Add to Favorites

Adding Favorites: Option 2

South Carolina Enterprise Information System

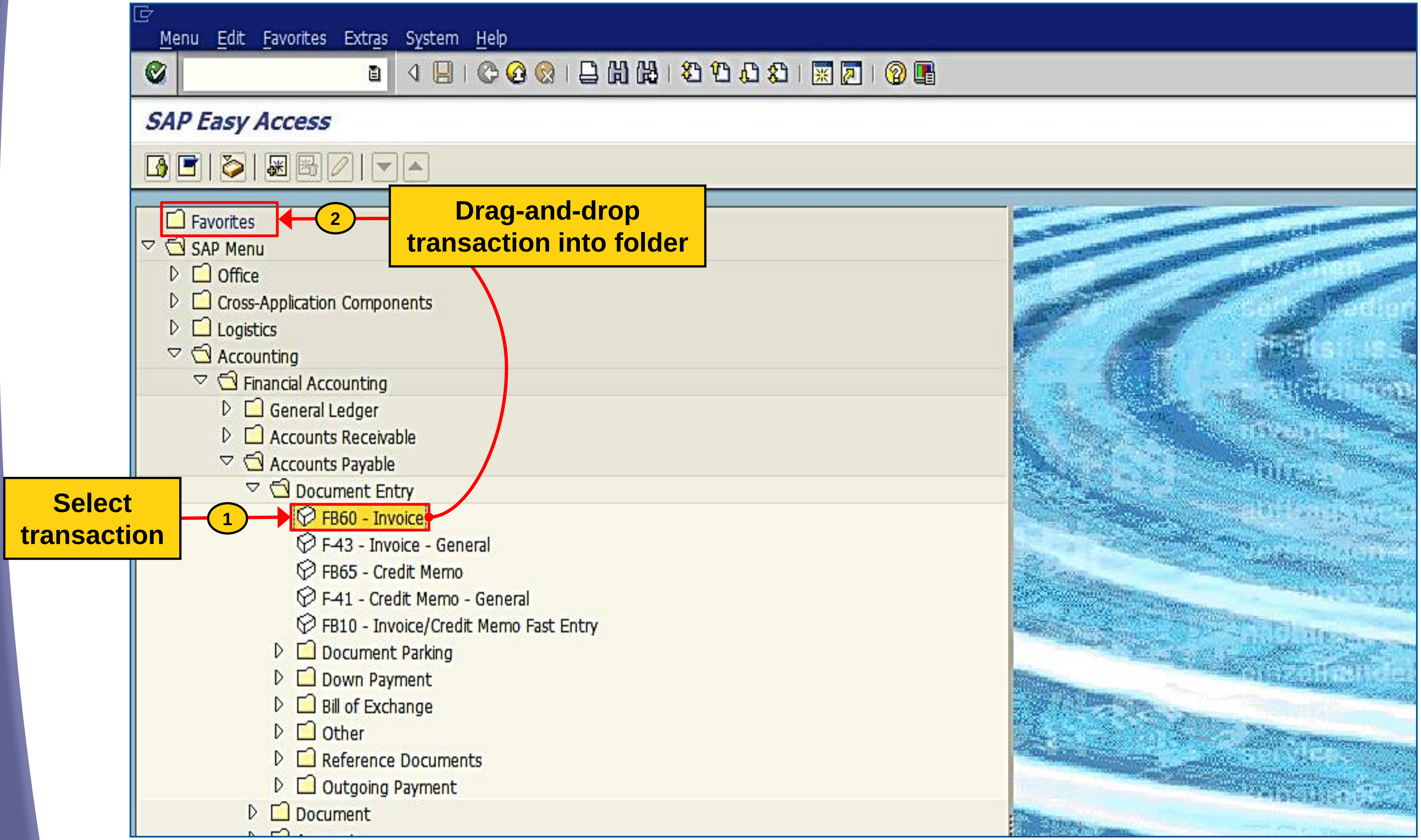

Menu
Edit
Favorites
Extras
System
Help
Add Ctrl+Shift+F6
Change
Move
Delete
Insert folder Ctrl+Shift+F5
Insert transaction Ctrl+Shift+F4
Add other objects Ctrl+Shift+F7
Download to PC
Upload from PC
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoice - General
FB65 - Credit Memo
F-41 - Credit Memo - General
FB10 - Invoice/Credit Memo Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Outgoing Payment
Document

1 **Select transaction**

2 **Go to the Menu Bar and select Favorites**

3 **Select Add**

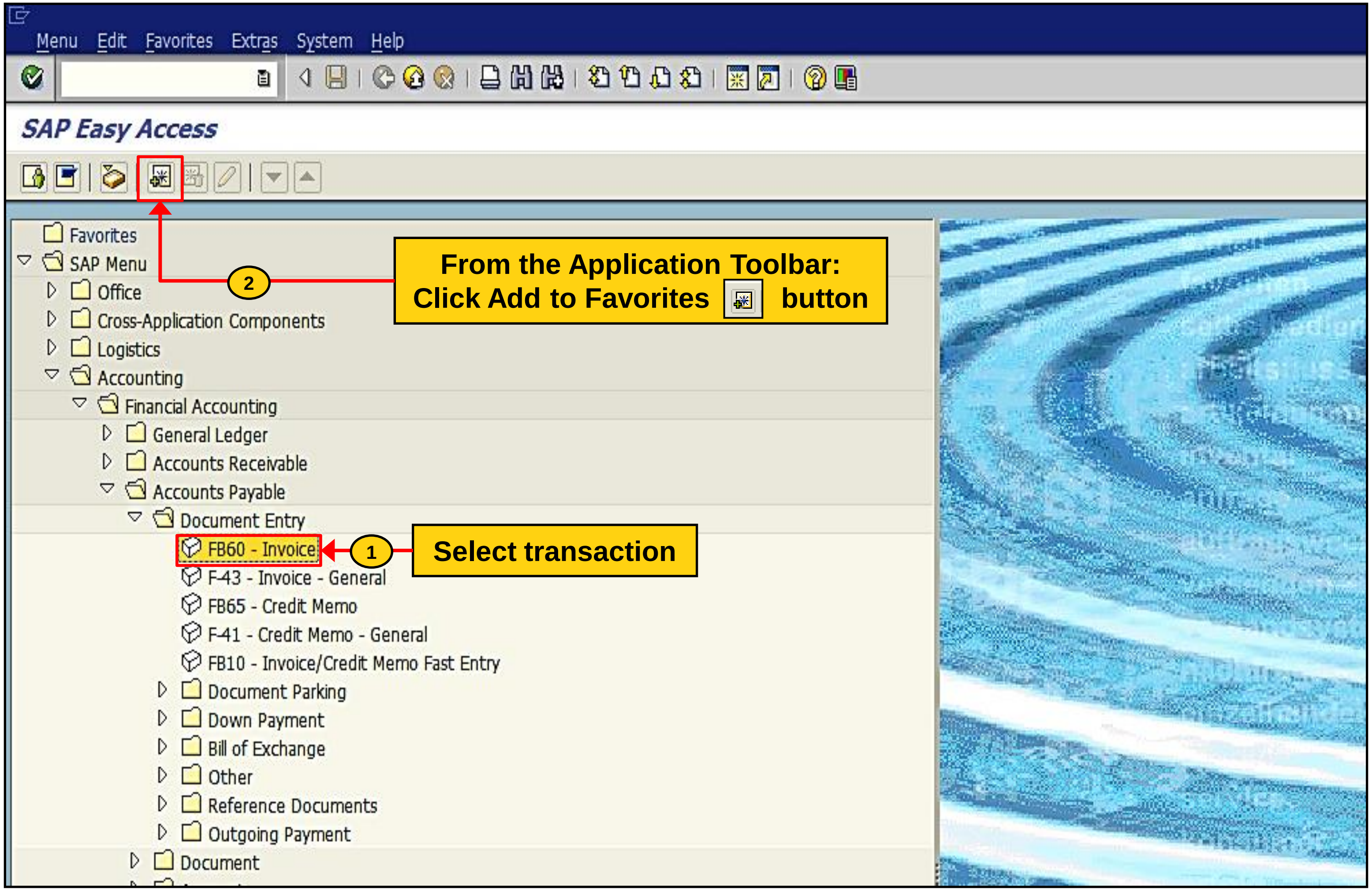
Adding Favorites: Option 3


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoice - General
FB65 - Credit Memo
F-41 - Credit Memo - General
FB10 - Invoice/Credit Memo Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Outgoing Payment
Document

1 Select transaction

2 Drag-and-drop transaction into folder

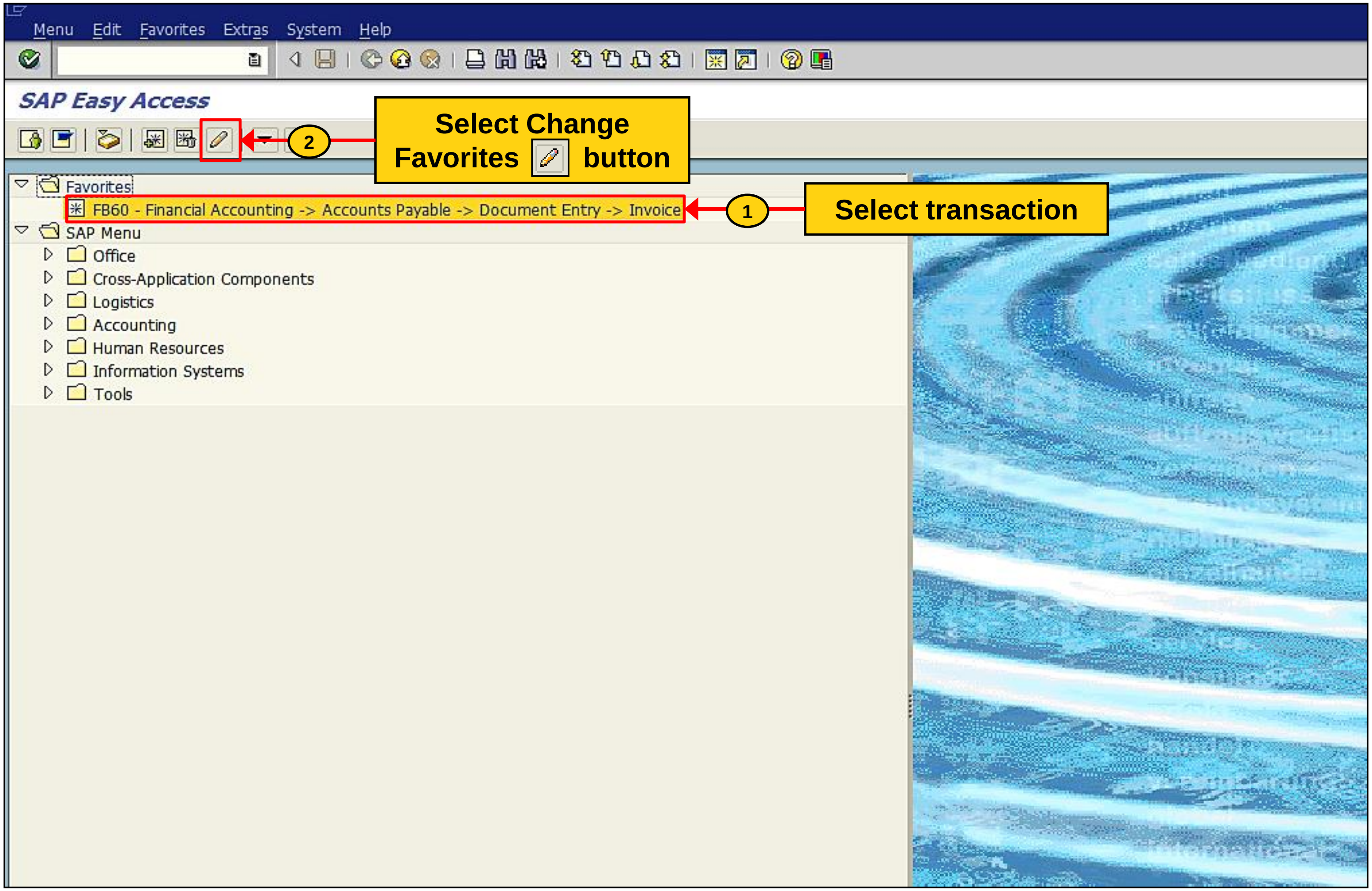
Adding Favorites: Option 4


Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoice - General
FB65 - Credit Memo
F-41 - Credit Memo - General
FB10 - Invoice/Credit Memo Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Outgoing Payment
Document

1 **Select transaction**

2 **From the Application Toolbar: Click Add to Favorites button**

Re-naming Favorites: Option 1

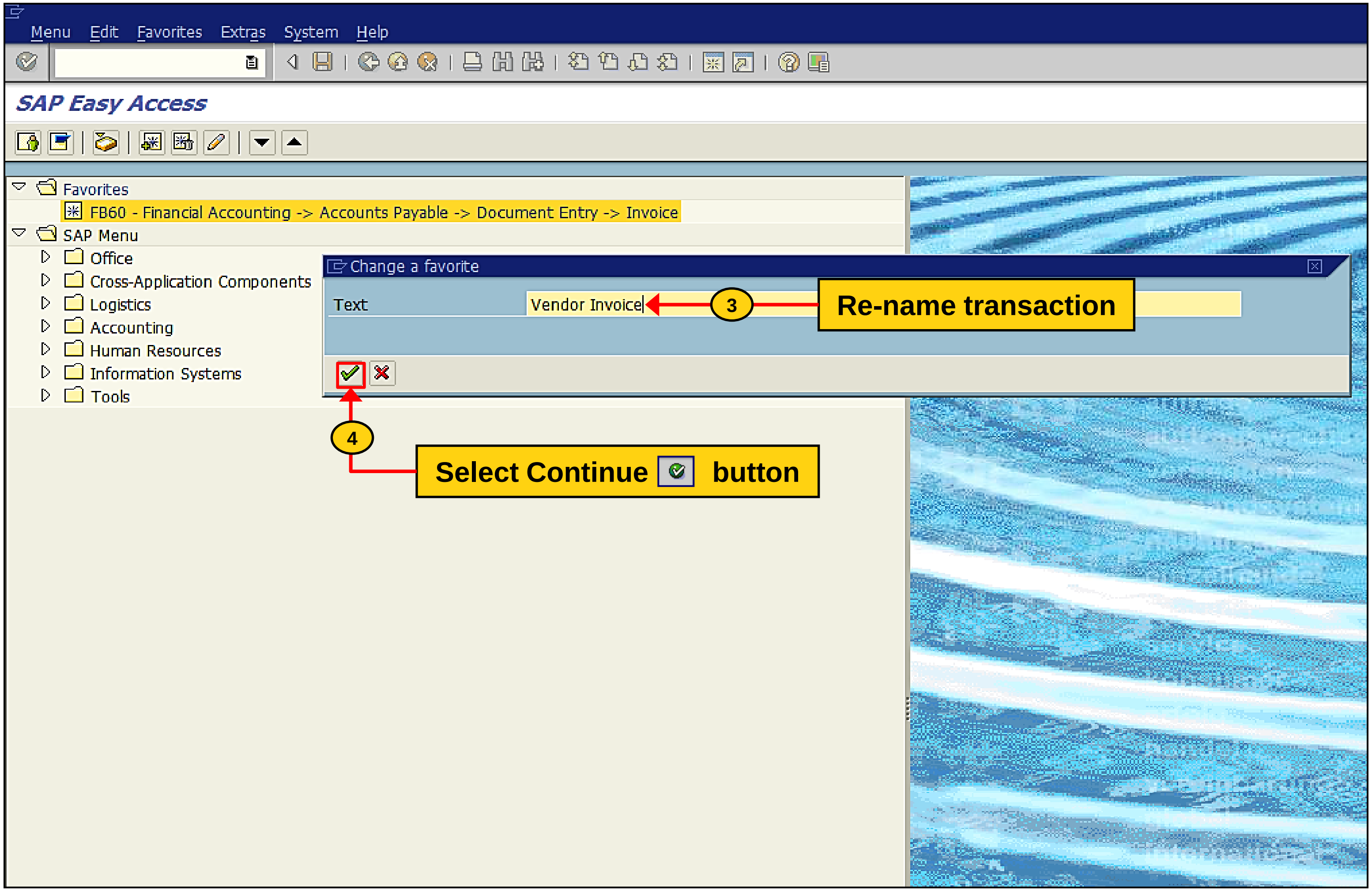


Select Change Favorites ✎ button

Select transaction

Menu Edit Favorites Extras System Help
SAP Easy Access
2
1
Favorites
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Re-naming Favorites: Option 1

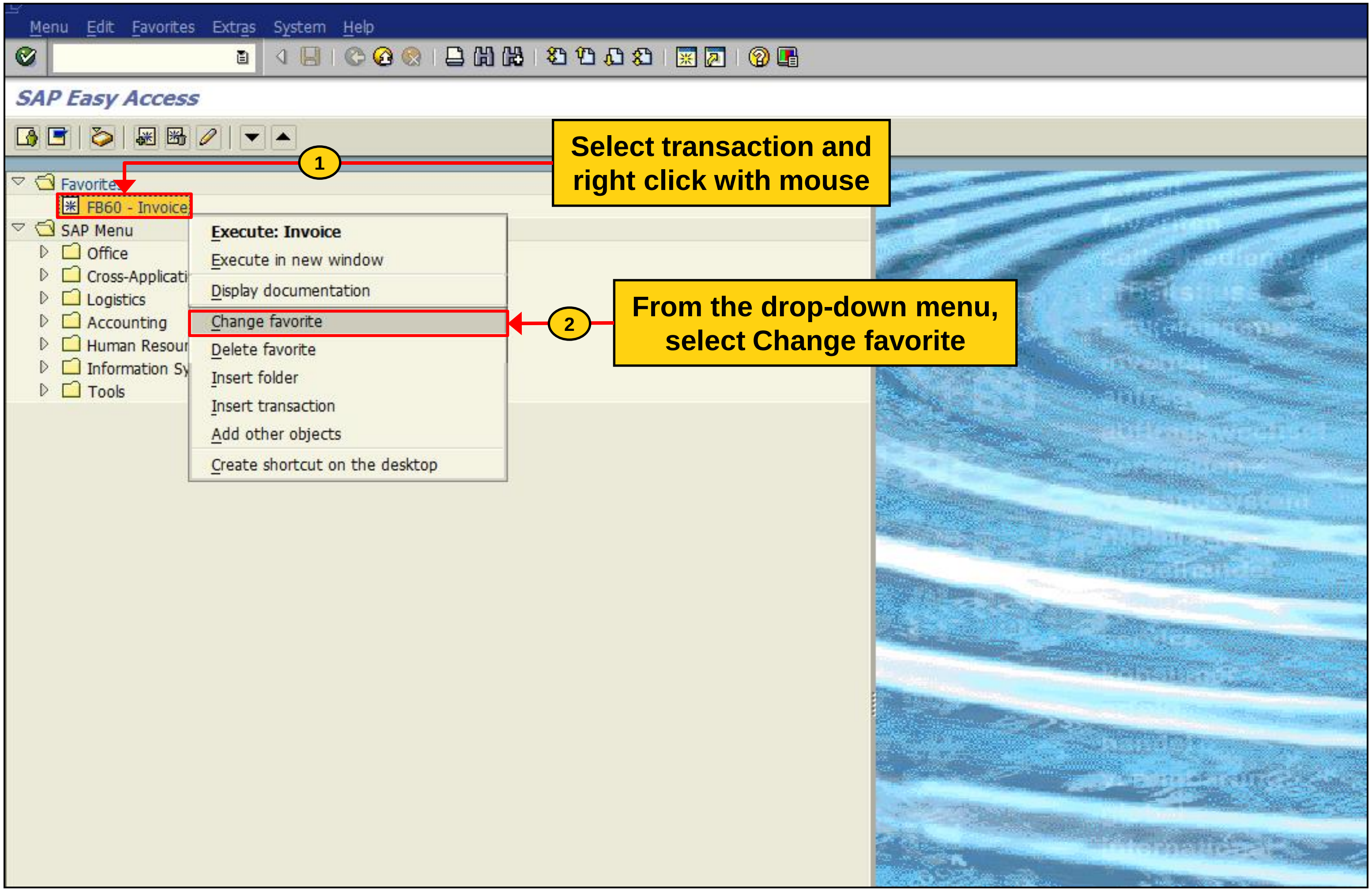

Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
Change a favorite

Text: Vendor Invoice

3 Re-name transaction

4 Select Continue ✓ button

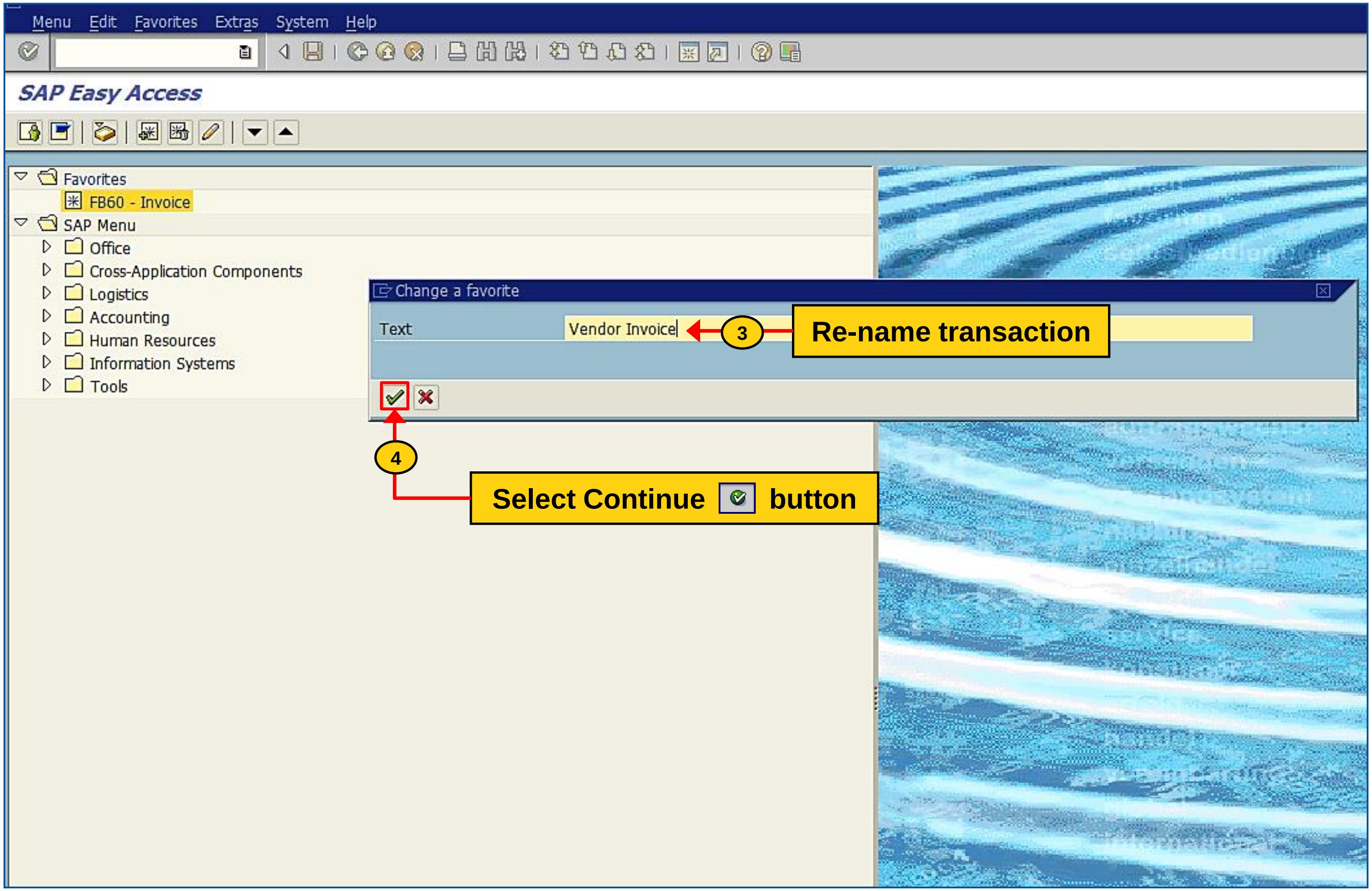
Re-naming Favorites: Option 2


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
FB60 - Invoice
SAP Menu
Office
Cross-Applicati
Logistics
Accounting
Human Resour
Information Sy
Tools
Execute: Invoice
Execute in new window
Display documentation
Change favorite
Delete favorite
Insert folder
Insert transaction
Add other objects
Create shortcut on the desktop
1
2

Select transaction and right click with mouse

From the drop-down menu, select Change favorite

Re-naming Favorites: Option 2

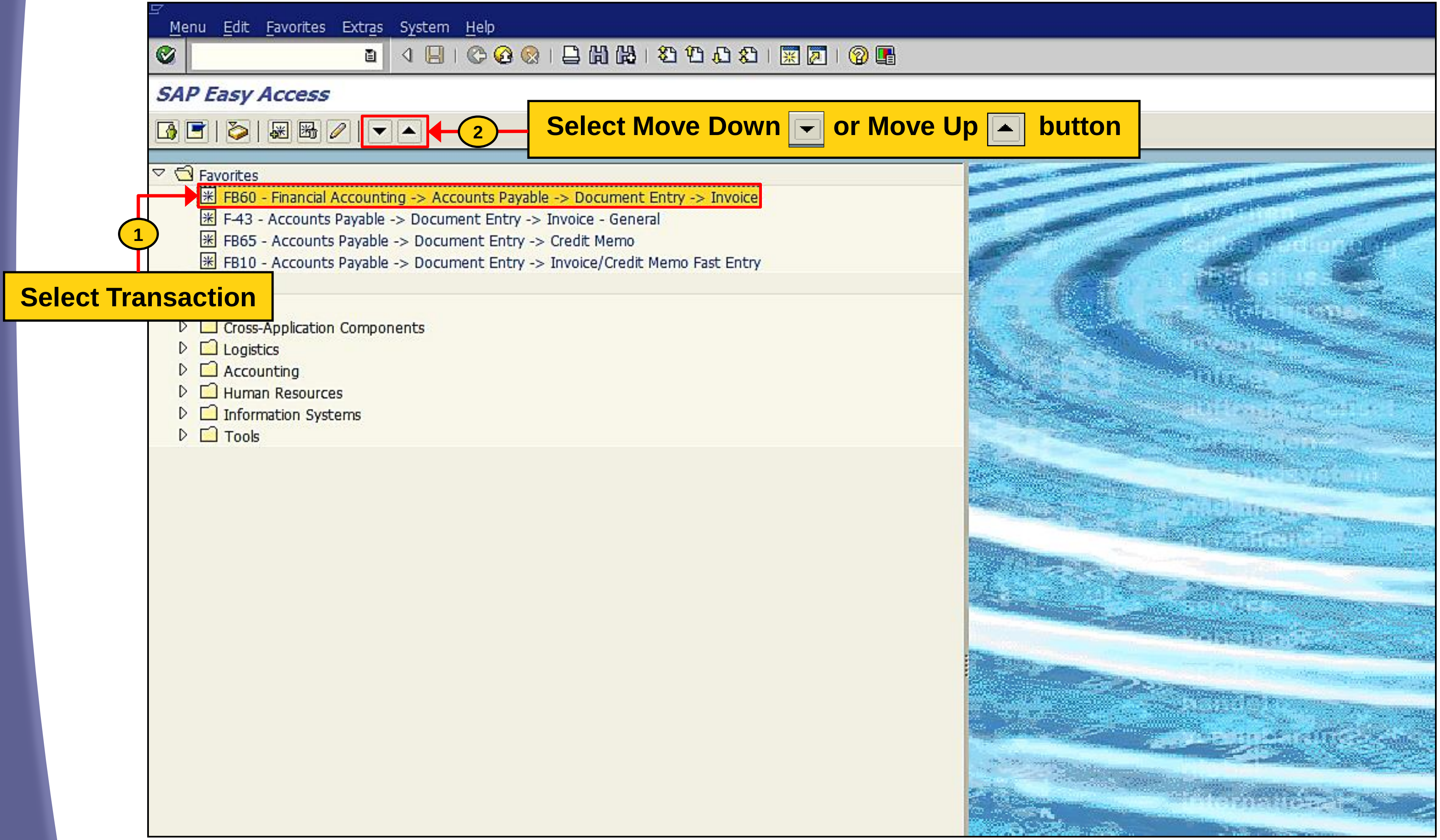

Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
FB60 - Invoice
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
Change a favorite

Text: Vendor Invoice

3 **Re-name transaction**

4 **Select Continue ✓ button**

Organizing Favorites

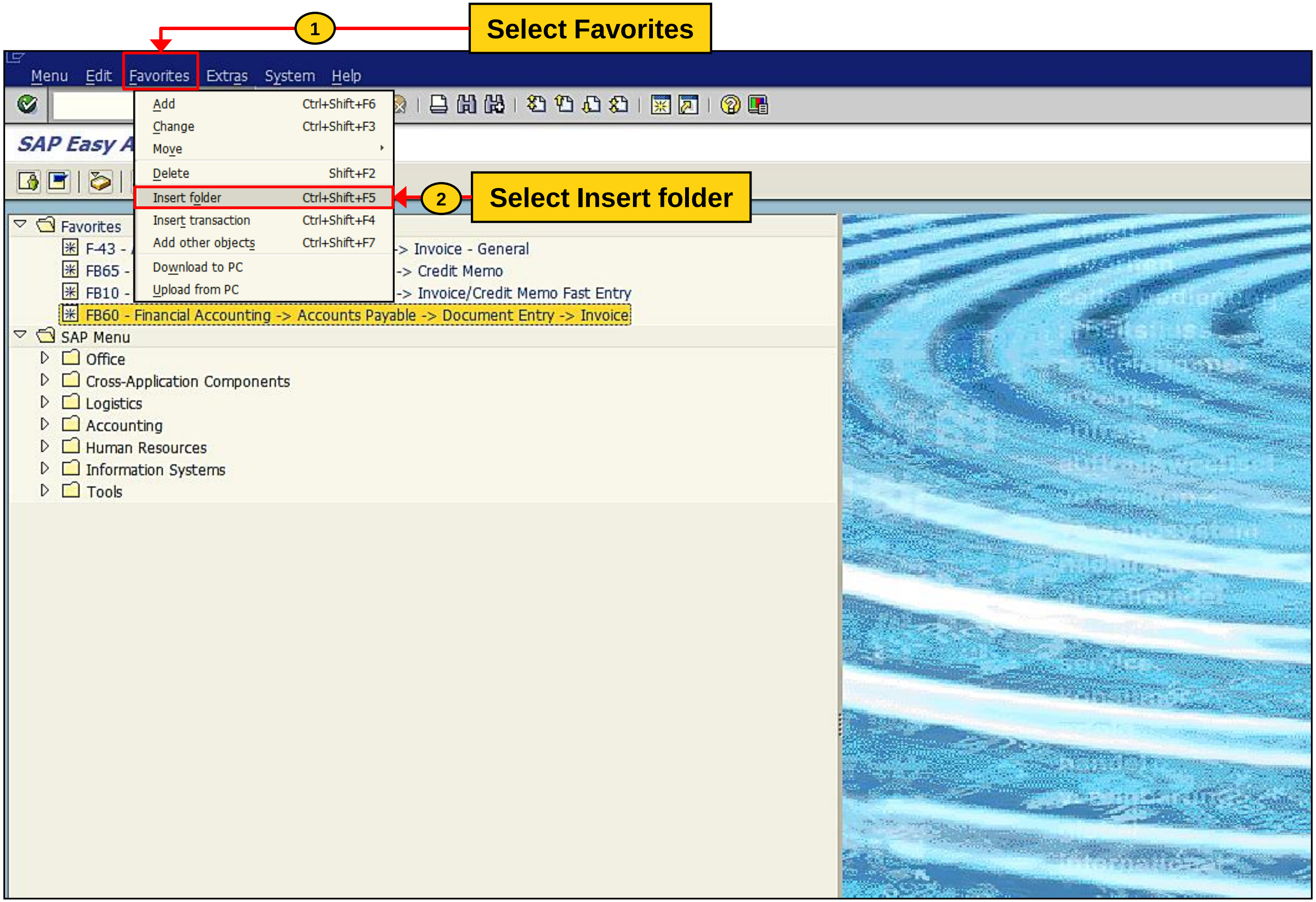


Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
F-43 - Accounts Payable -> Document Entry -> Invoice - General
FB65 - Accounts Payable -> Document Entry -> Credit Memo
FB10 - Accounts Payable -> Document Entry -> Invoice/Credit Memo Fast Entry
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
1
2

Select Move Down ▼ or Move Up ▲ button

Select Transaction

Creating Favorites Sub-Folders

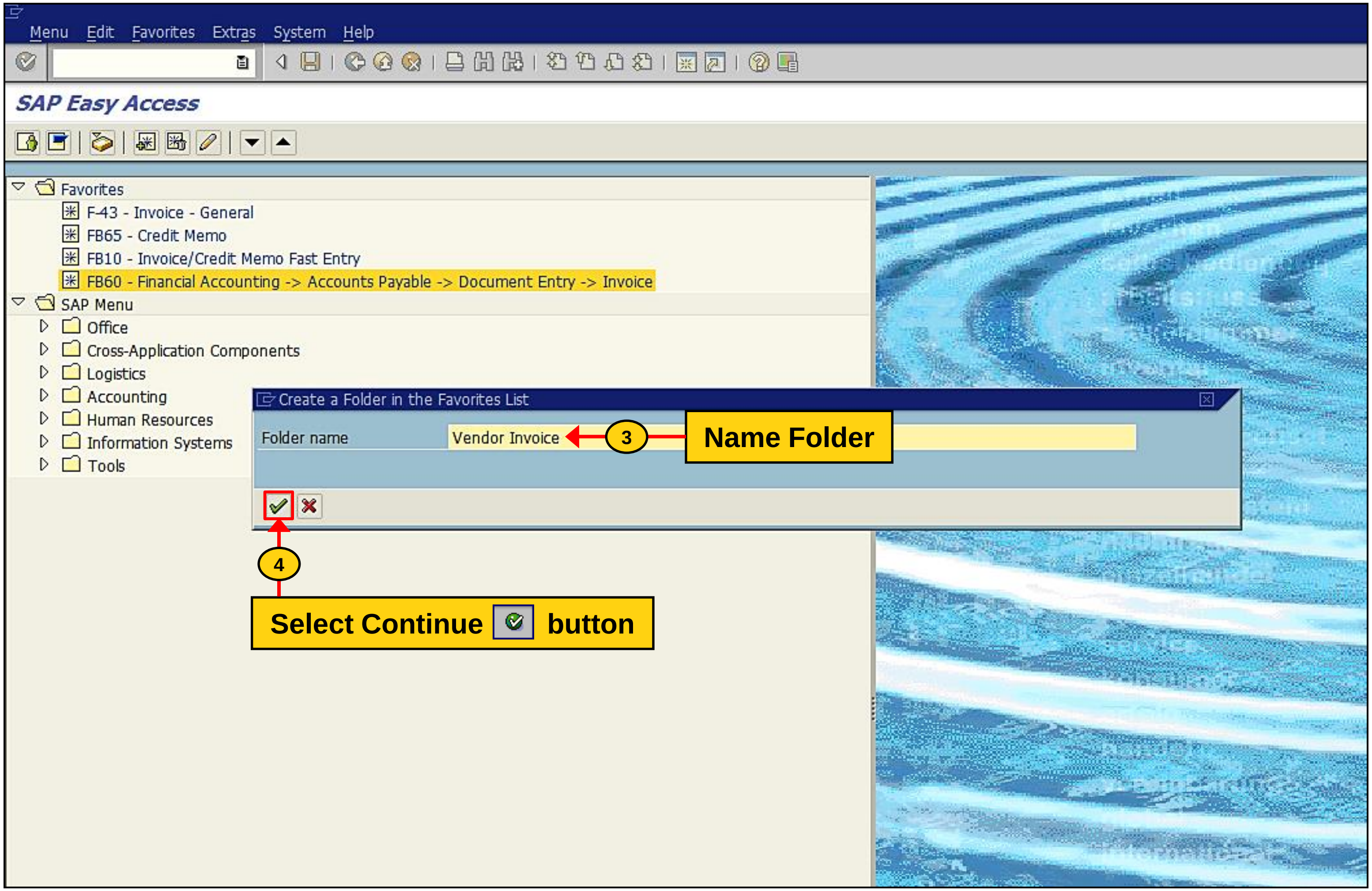


① Select Favorites

② Select Insert folder

Menu Edit Favorites Extras System Help
Add Ctrl+Shift+F6
Change Ctrl+Shift+F3
Move
Delete Shift+F2
Insert folder Ctrl+Shift+F5
Insert transaction Ctrl+Shift+F4
Add other objects Ctrl+Shift+F7
Download to PC
Upload from PC
SAP Easy A
Favorites
F-43 - -> Invoice - General
FB65 - -> Credit Memo
FB10 - -> Invoice/Credit Memo Fast Entry
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Creating Favorites Sub-Folders



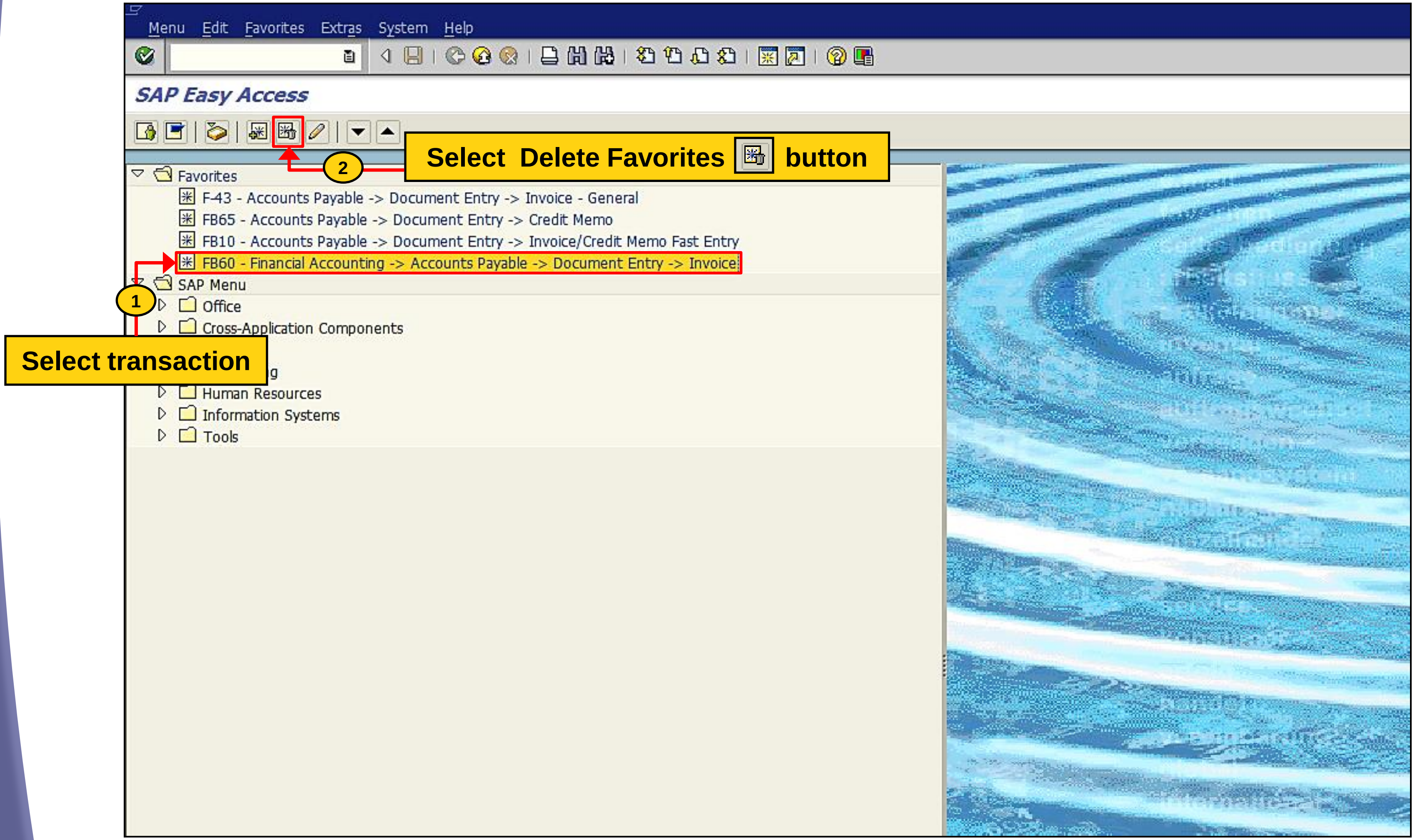
Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
F-43 - Invoice - General
FB65 - Credit Memo
FB10 - Invoice/Credit Memo Fast Entry
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
Create a Folder in the Favorites List

Folder name: Vendor Invoice

③ **Name Folder**

④ **Select Continue ✓ button**

Deleting Favorites: Option 1

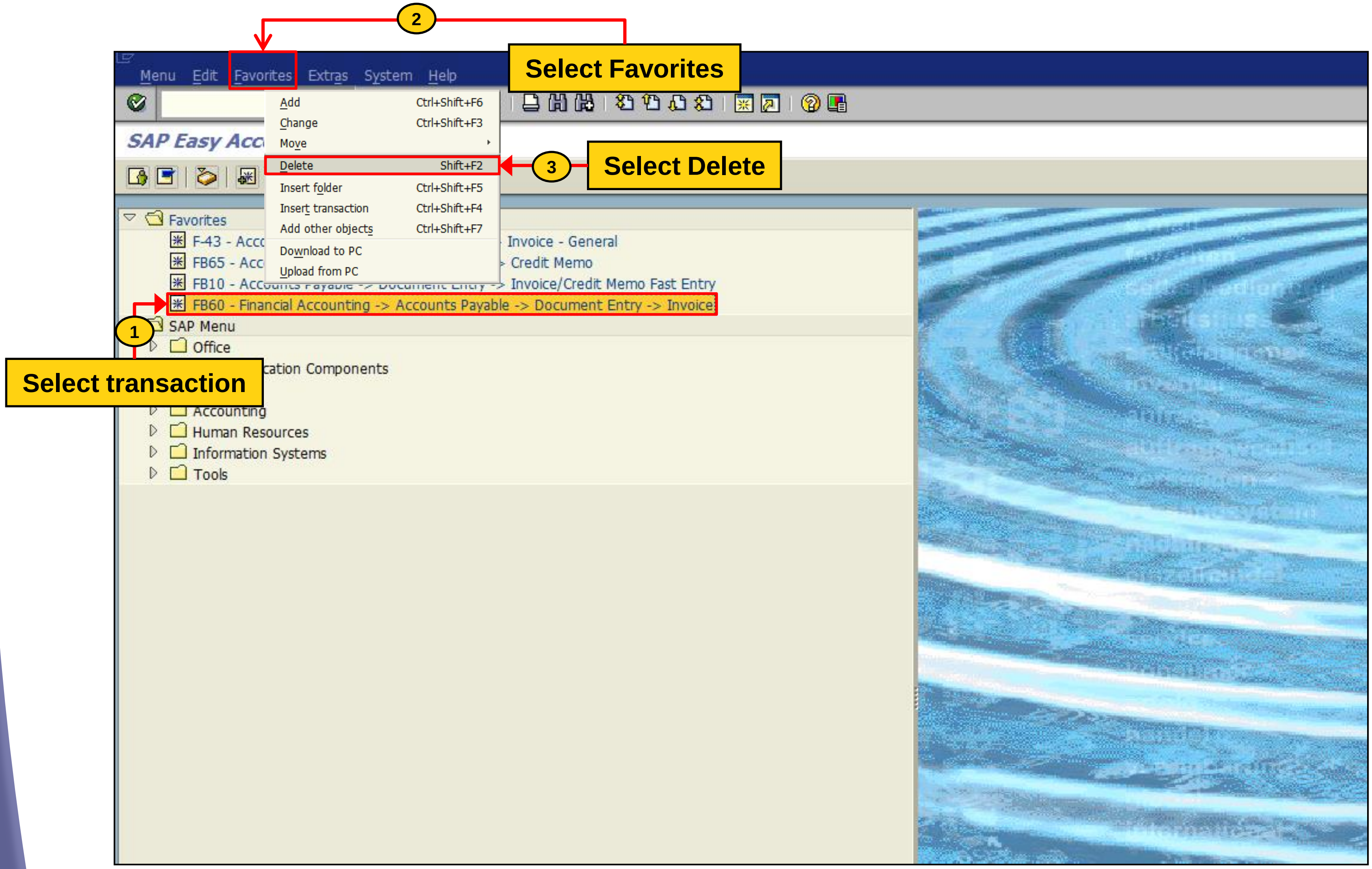


SAP Easy Access

- Favorites
  - F-43 - Accounts Payable -> Document Entry -> Invoice - General
  - FB65 - Accounts Payable -> Document Entry -> Credit Memo
  - FB10 - Accounts Payable -> Document Entry -> Invoice/Credit Memo Fast Entry
  - FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
- SAP Menu
  - Office
  - Cross-Application Components
  - g
  - Human Resources
  - Information Systems
  - Tools

1. **Select transaction**
2. **Select Delete Favorites button**

Deleting Favorites: Option 2



Menu
Edit
Favorites
Extras
System
Help
Add Ctrl+Shift+F6
Change Ctrl+Shift+F3
Move
Delete Shift+F2
Insert folder Ctrl+Shift+F5
Insert transaction Ctrl+Shift+F4
Add other objects Ctrl+Shift+F7
Download to PC
Upload from PC
SAP Easy Acc
Favorites
F-43 - Acc Invoice - General
FB65 - Acc Credit Memo
FB10 - Accounts Payable -> Document Entry -> Invoice/Credit Memo Fast Entry
FB60 - Financial Accounting -> Accounts Payable -> Document Entry -> Invoice
SAP Menu
Office
cation Components
Accounting
Human Resources
Information Systems
Tools

1 Select transaction

2 Select Favorites

3 Select Delete

LESSON 5 – ECC TRANSACTIONS

Transactions and Transaction Codes

South Carolina Enterprise Information System

What is an ECC Transaction?

- A specific task.
- Based on user's job responsibilities.

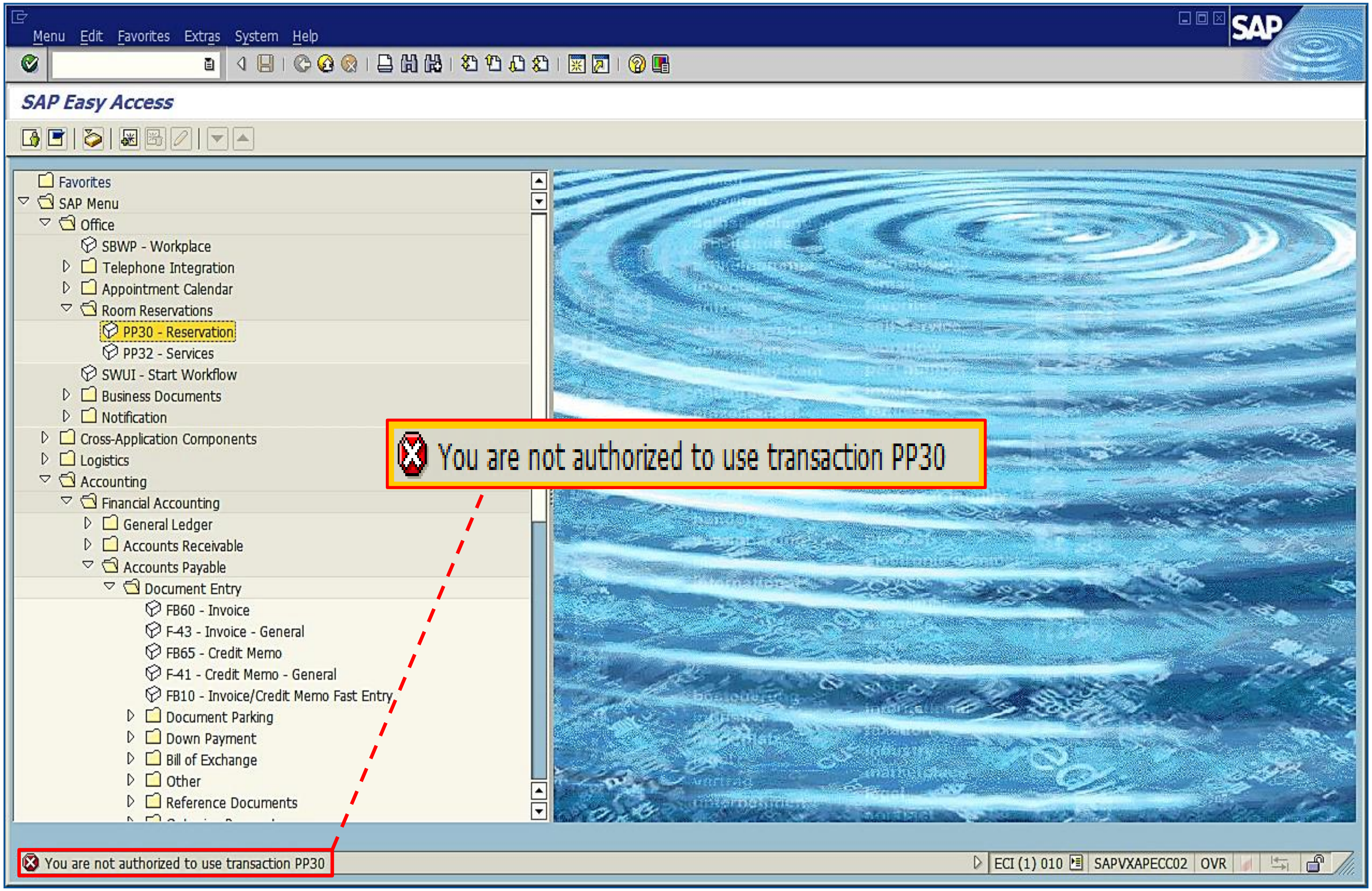
What is an ECC Transaction Code?

- System assigned Code.
- Combination of letters and numbers.

Example

Transaction Code	Transaction Description
FB70	Customer Invoice

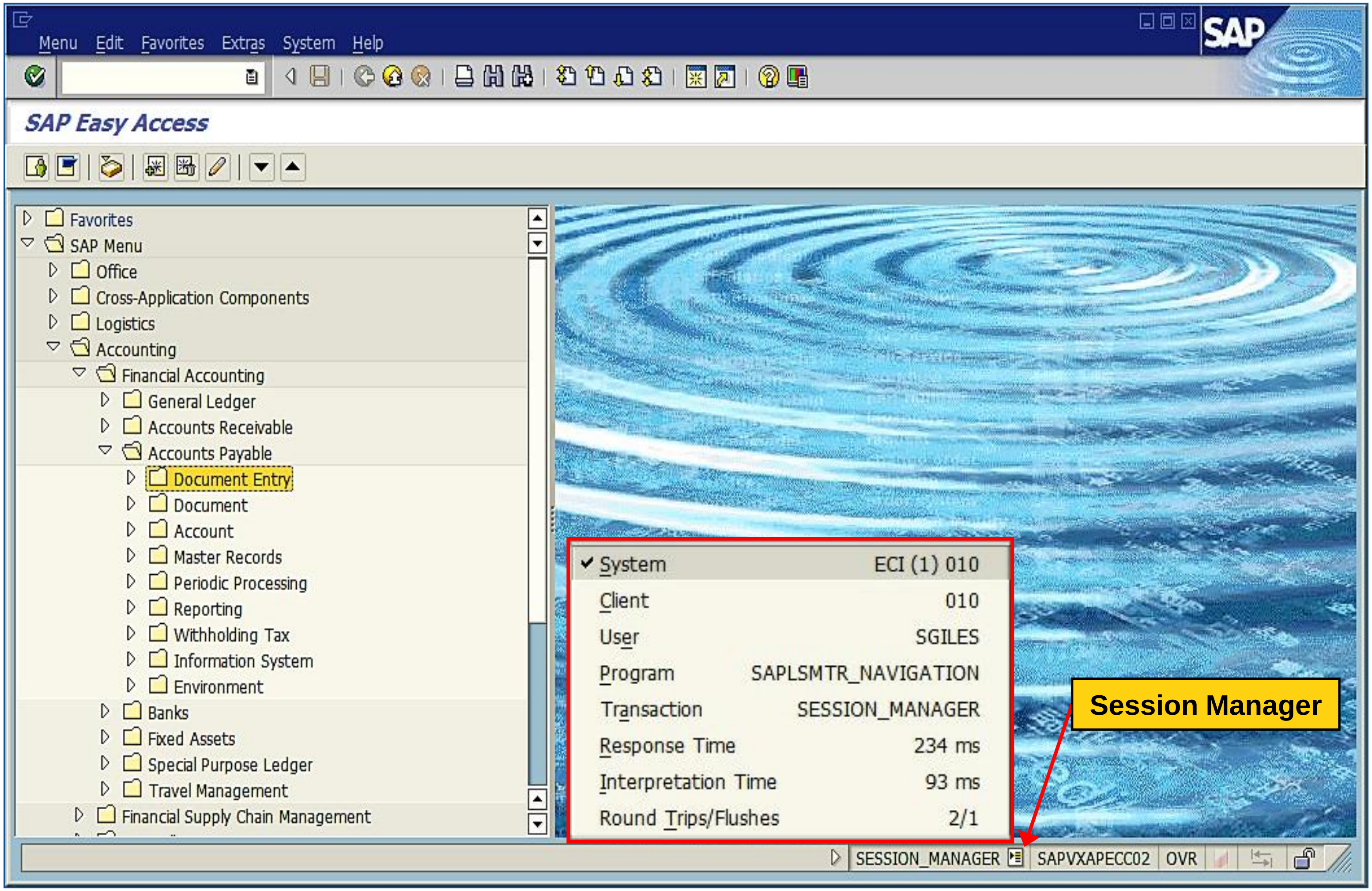
Status Bar


Menu
Edit
Favorites
Extras
System
Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
SBWP - Workplace
Telephone Integration
Appointment Calendar
Room Reservations
PP30 - Reservation
PP32 - Services
SWUI - Start Workflow
Business Documents
Notification
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoice - General
FB65 - Credit Memo
F-41 - Credit Memo - General
FB10 - Invoice/Credit Memo Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
ECI (1) 010
SAPVXAPECC02
OVR

You are not authorized to use transaction PP30

You are not authorized to use transaction PP30

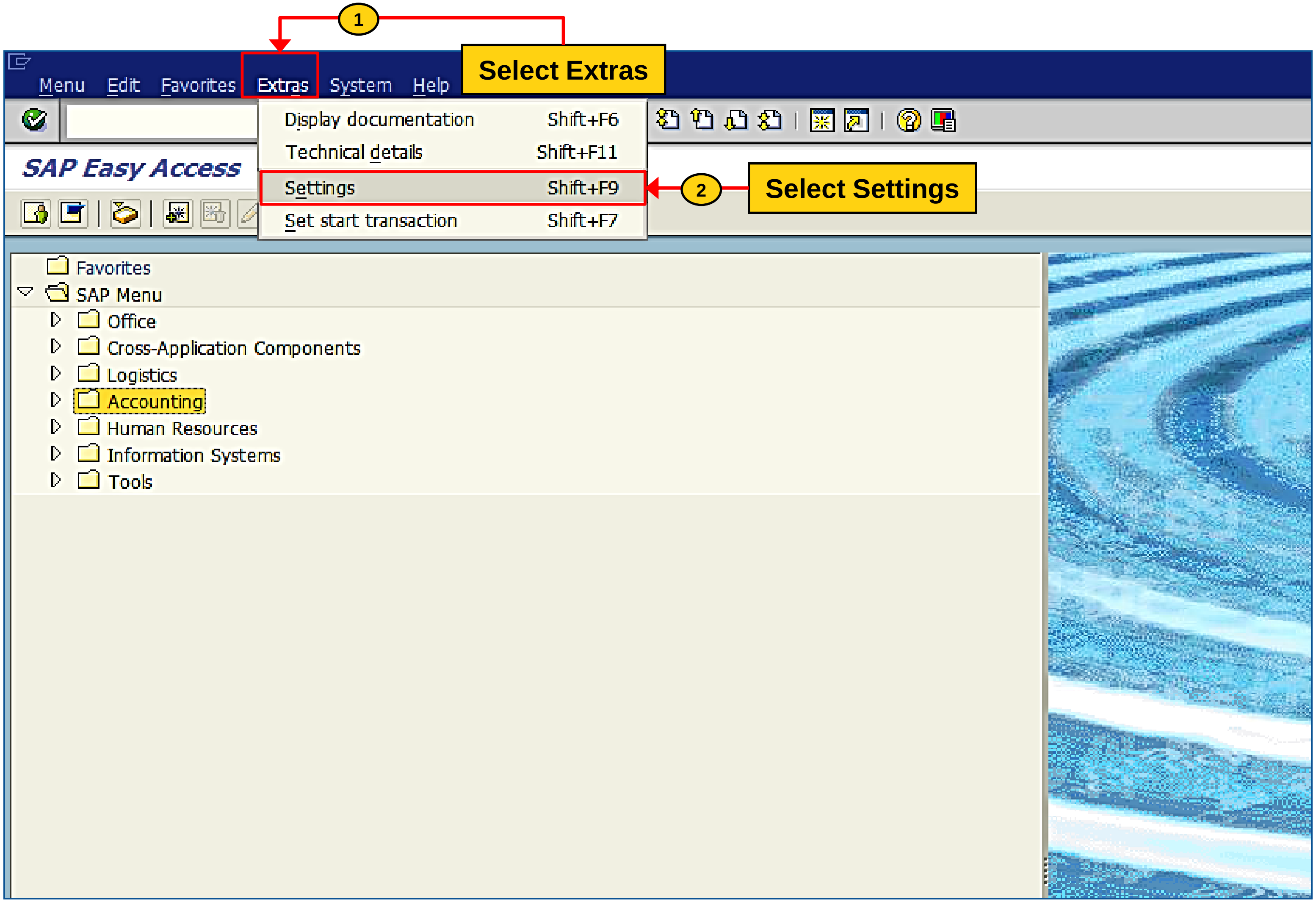
Status Bar


Menu
Edit
Favorites
Extras
System
Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
Document
Account
Master Records
Periodic Processing
Reporting
Withholding Tax
Information System
Environment
Banks
Fixed Assets
Special Purpose Ledger
Travel Management
Financial Supply Chain Management
SESSION_MANAGER
SAPVXAPECC02
OVR

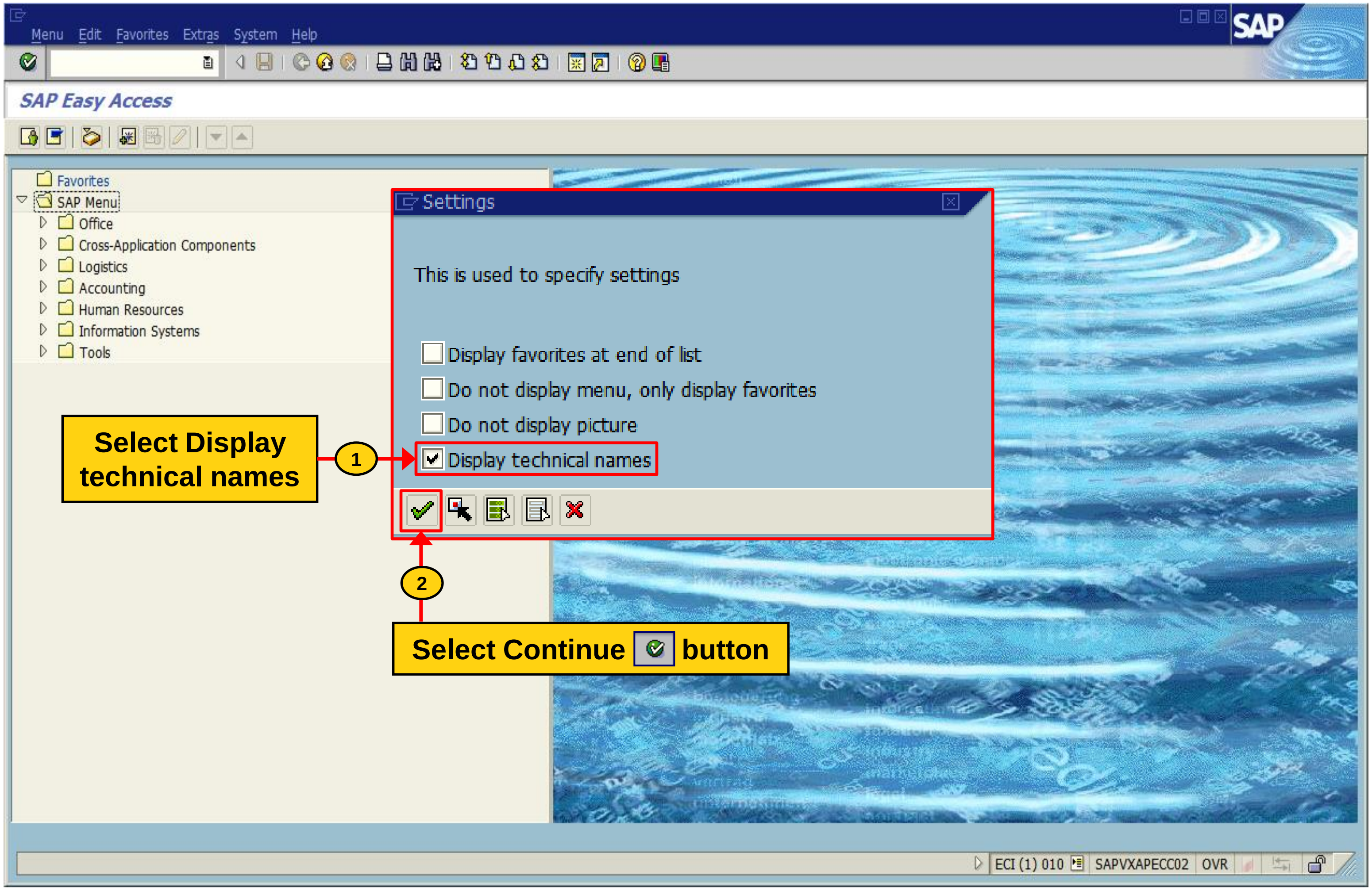
✓ System	ECI (1) 010
Client	010
User	SGILES
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response Time	234 ms
Interpretation Time	93 ms
Round Trips/Flushes	2/1

Session Manager

Menu Display Settings-Display Technical Names


1
Select Extras
Menu
Edit
Favorites
Extras
System
Help
Display documentation Shift+F6
Technical details Shift+F11
Settings Shift+F9
Set start transaction Shift+F7
2
Select Settings
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

Display Technical Names


Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
Settings
ECI (1) 010
SAPVXAPECC02
OVR

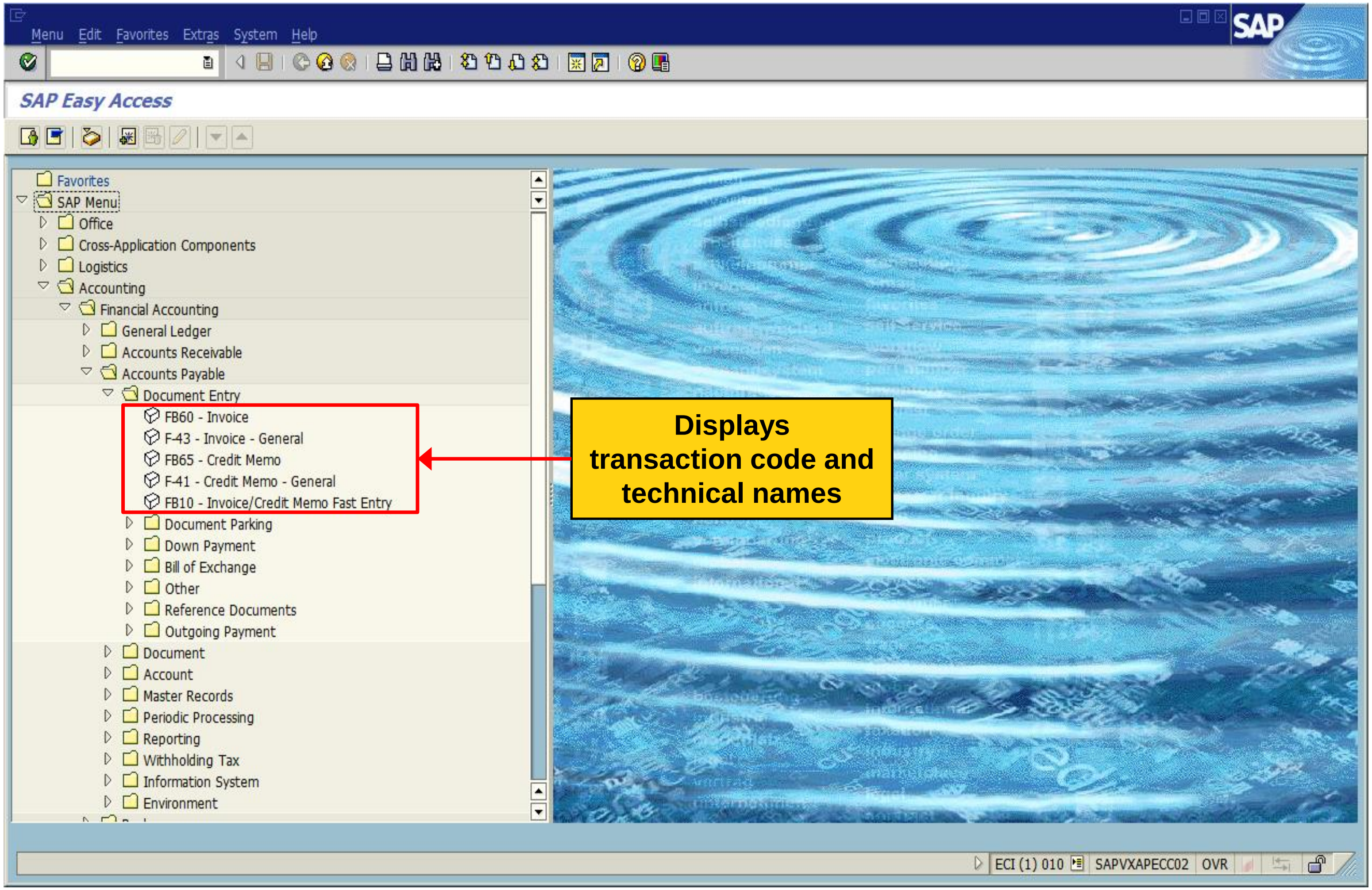
This is used to specify settings

☐ Display favorites at end of list
☐ Do not display menu, only display favorites
☐ Do not display picture
☑ Display technical names

① Select Display technical names

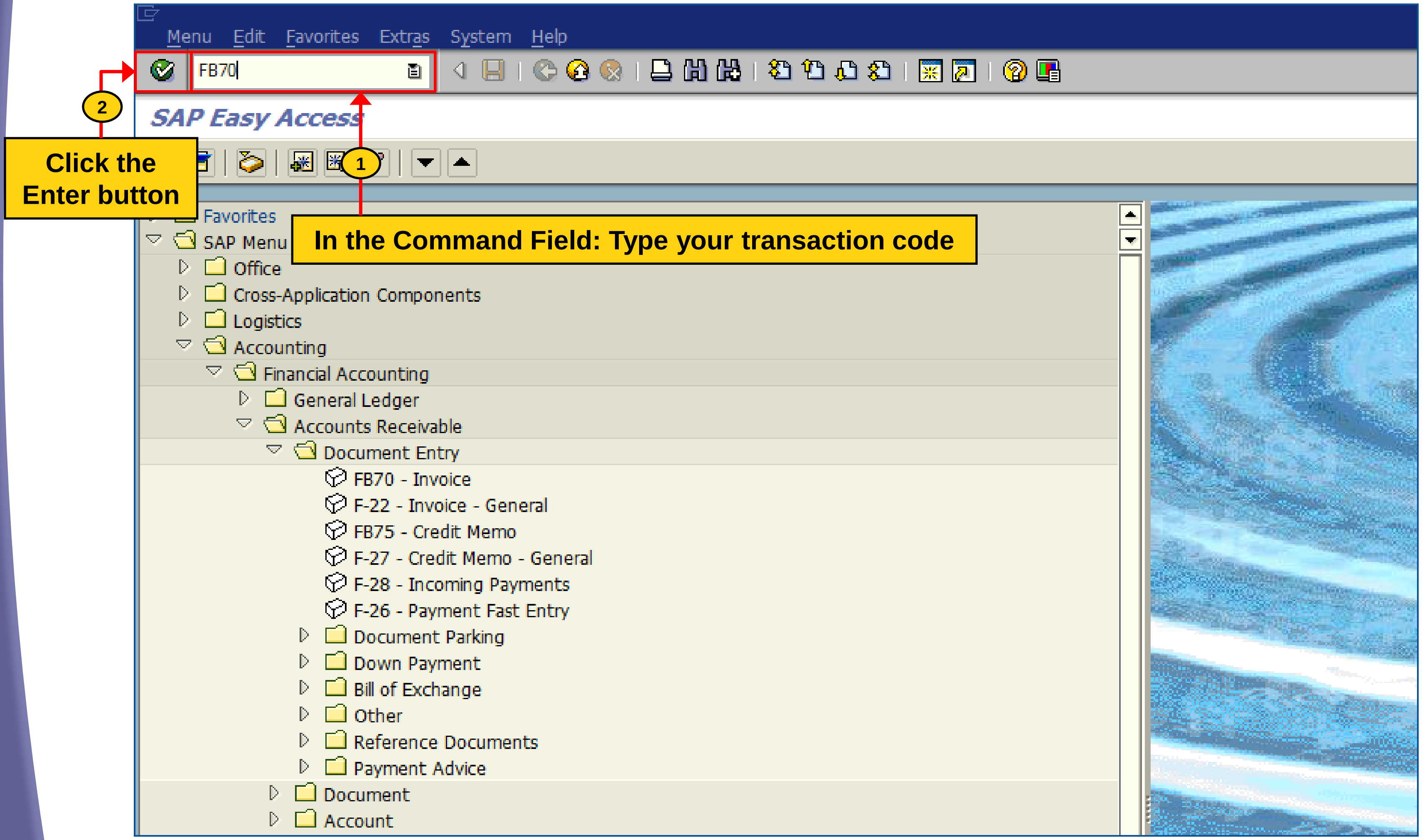
② Select Continue ✓ button

Transaction Codes and Technical Names Displayed


Menu Edit Favorites Extras System Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Document Entry
FB60 - Invoice
F-43 - Invoice - General
FB65 - Credit Memo
F-41 - Credit Memo - General
FB10 - Invoice/Credit Memo Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Outgoing Payment
Document
Account
Master Records
Periodic Processing
Reporting
Withholding Tax
Information System
Environment
ECI (1) 010
SAPVXAPECC02
OVR

Displays transaction code and technical names

Creating a New Transaction: Option 1

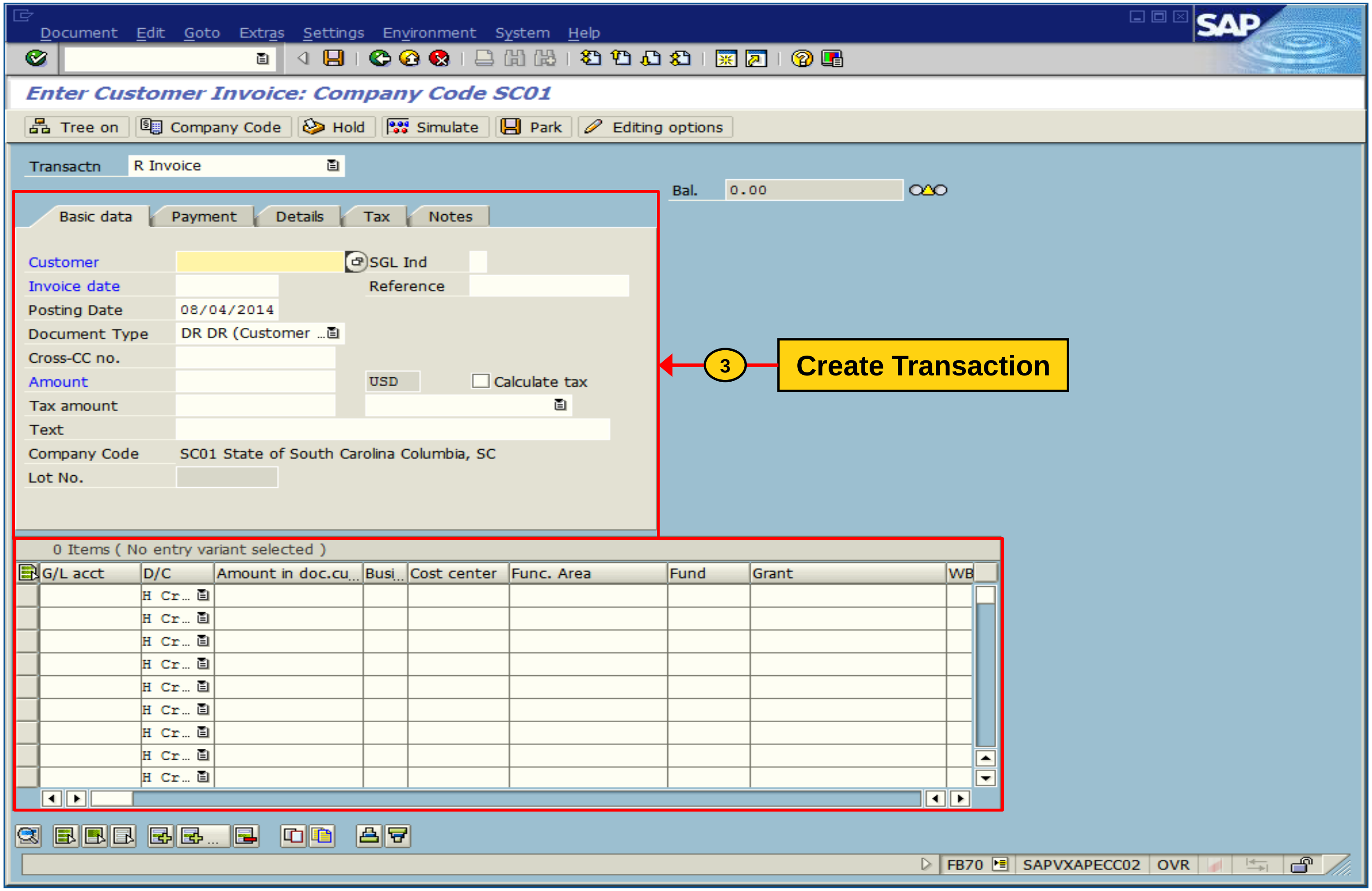

Menu
Edit
Favorites
Extras
System
Help
FB70
SAP Easy Access
2
1

Click the Enter button

In the Command Field: Type your transaction code

Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Document Entry
FB70 - Invoice
F-22 - Invoice - General
FB75 - Credit Memo
F-27 - Credit Memo - General
F-28 - Incoming Payments
F-26 - Payment Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Payment Advice
Document
Account

Creating a New Transaction: Option 1


Document
Edit
Goto
Extras
Settings
Environment
System
Help
SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
Basic data
Payment
Details
Tax
Notes

Enter Customer Invoice: Company Code SC01

Transactn: R Invoice

Bal. 0.00

Customer:
SGL Ind:
Invoice date:
Reference:
Posting Date: 08/04/2014
Document Type: DR DR (Customer ...
Cross-CC no.:
Amount: USD
☐ Calculate tax
Tax amount:
Text:
Company Code: SC01 State of South Carolina Columbia, SC
Lot No.:

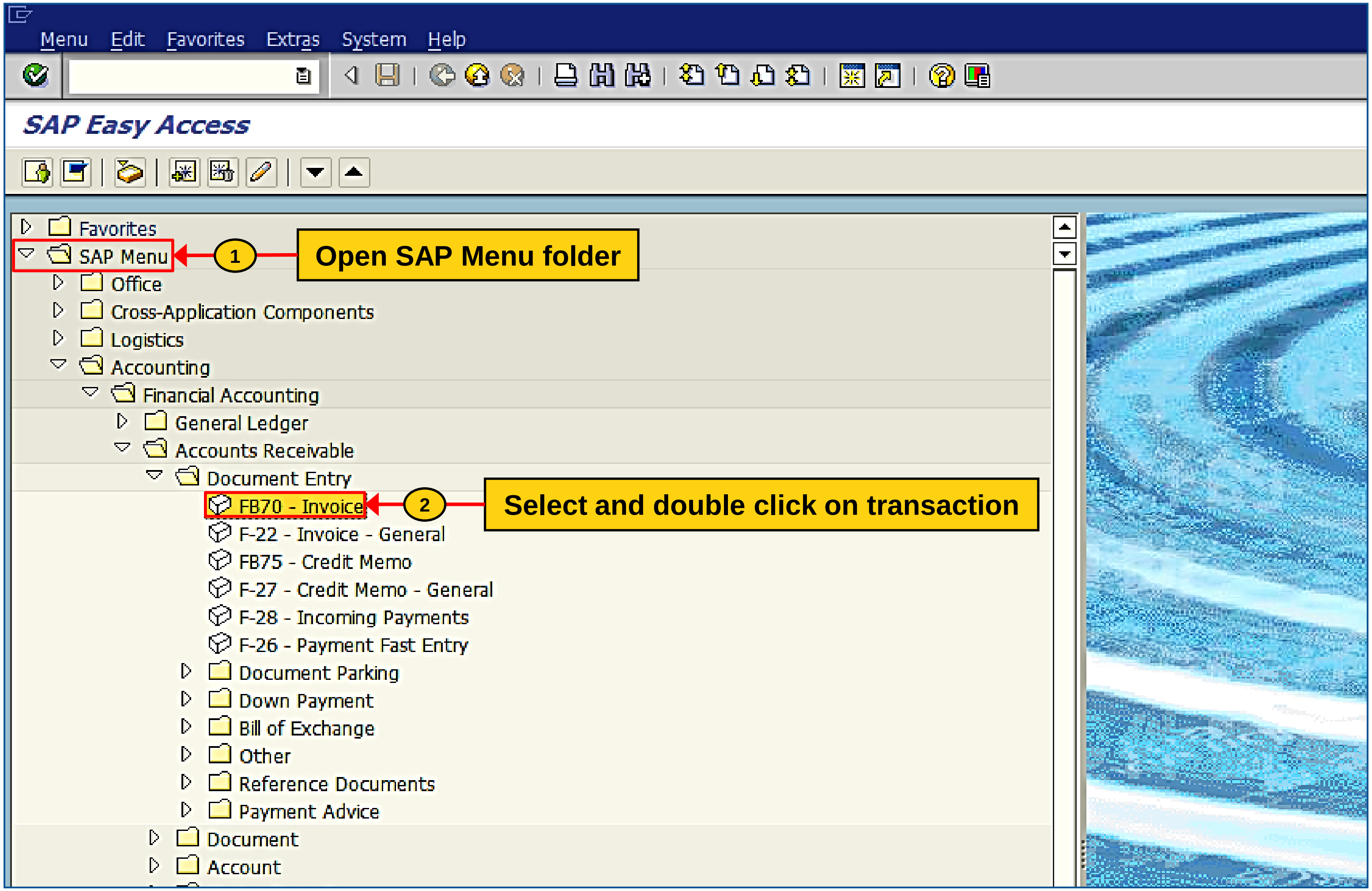
0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu..	Busi..	Cost center	Func. Area	Fund	Grant	WB
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

FB70 SAPVXAPECC02 OVR

3 **Create Transaction**

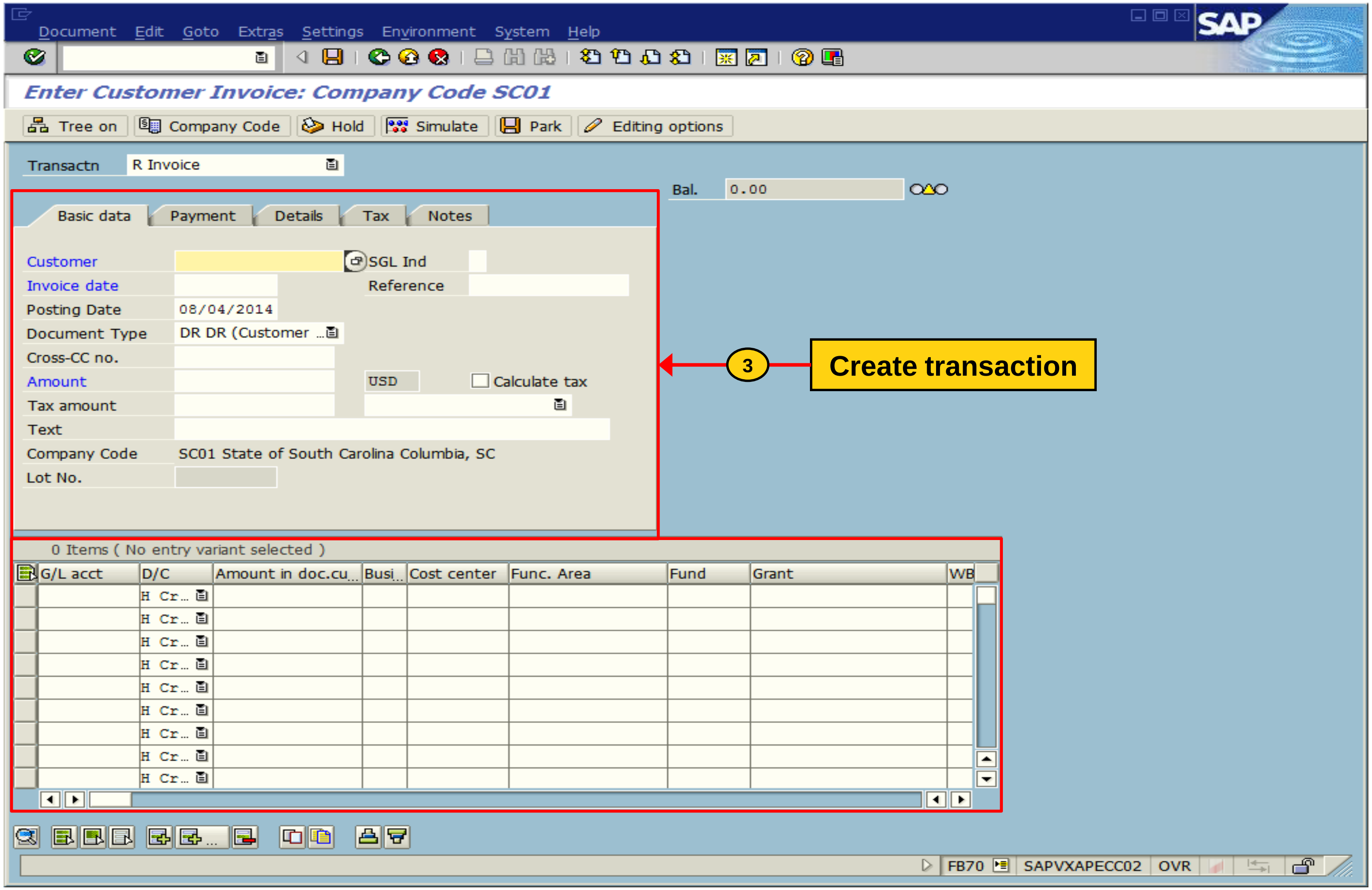
Creating a New Transaction: Option 2


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Document Entry
FB70 - Invoice
F-22 - Invoice - General
FB75 - Credit Memo
F-27 - Credit Memo - General
F-28 - Incoming Payments
F-26 - Payment Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Payment Advice
Document
Account

① Open SAP Menu folder

② Select and double click on transaction

Creating a New Transaction: Option 2


Document Edit Goto Extras Settings Environment System Help
Tree on
Company Code
Hold
Simulate
Park
Editing options
Basic data
Payment
Details
Tax
Notes
3

Enter Customer Invoice: Company Code SC01

Transactn	R Invoice
Bal.	0.00
Customer	
SGL Ind	
Invoice date	
Reference	
Posting Date	08/04/2014
Document Type	DR DR (Customer ...
Cross-CC no.	
Amount	USD
☐ Calculate tax	
Tax amount	
Text	
Company Code	SC01 State of South Carolina Columbia, SC
Lot No.	

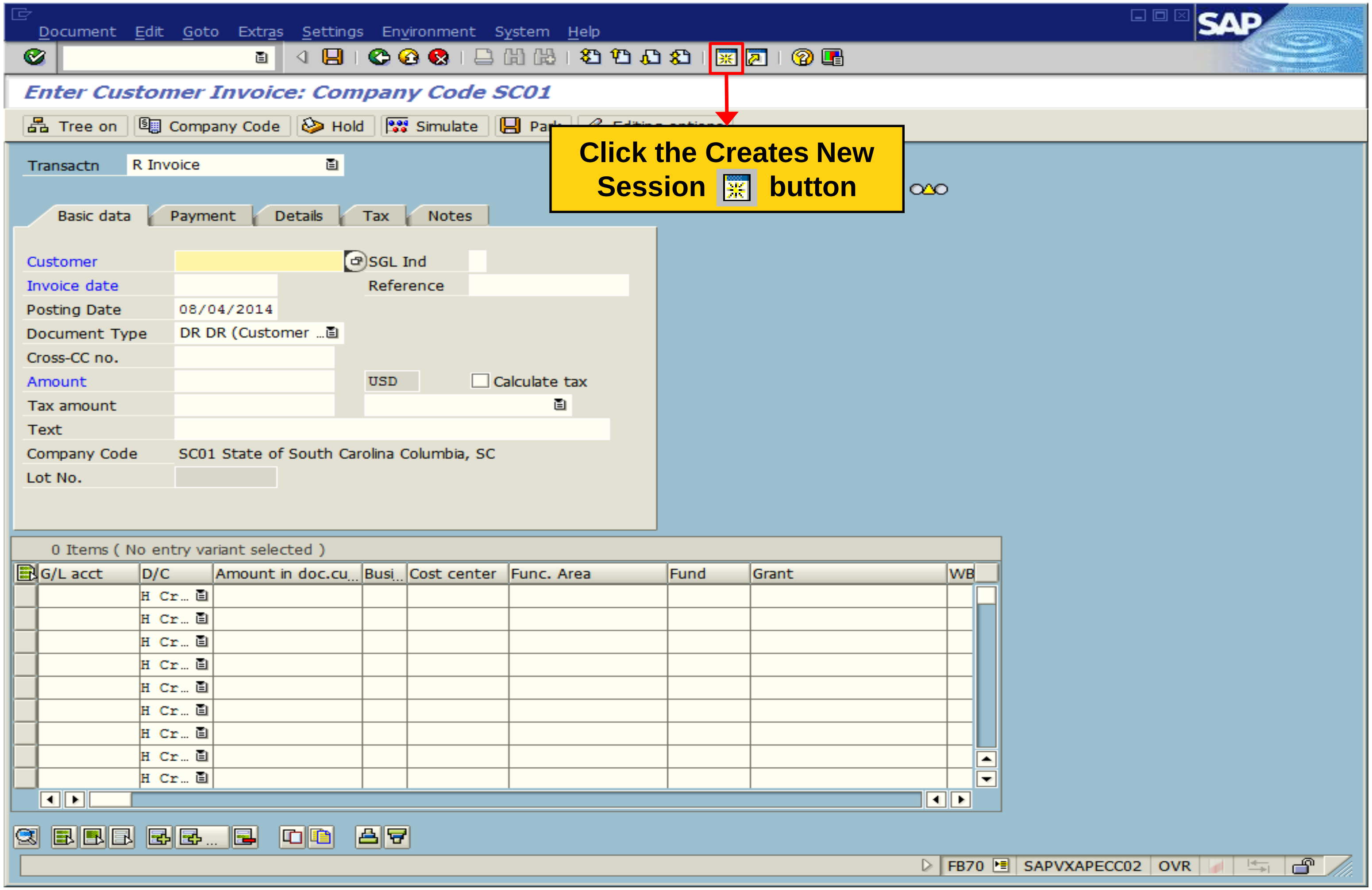
0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu...	Busi...	Cost center	Func. Area	Fund	Grant	WB
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

FB70 SAPVXAPECC02 OVR

Create transaction

Multiple Open Transactions


Document Edit Goto Extras Settings Environment System Help
SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
Basic data
Payment
Details
Tax
Notes

Click the Creates New Session button

Enter Customer Invoice: Company Code SC01

Transactn: R Invoice

Customer:

SGL Ind:

Invoice date:

Reference:

Posting Date: 08/04/2014

Document Type: DR DR (Customer ...

Cross-CC no.:

Amount: USD ☐ Calculate tax

Tax amount:

Text:

Company Code: SC01 State of South Carolina Columbia, SC

Lot No.:

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu..	Busi..	Cost center	Func. Area	Fund	Grant	WB
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

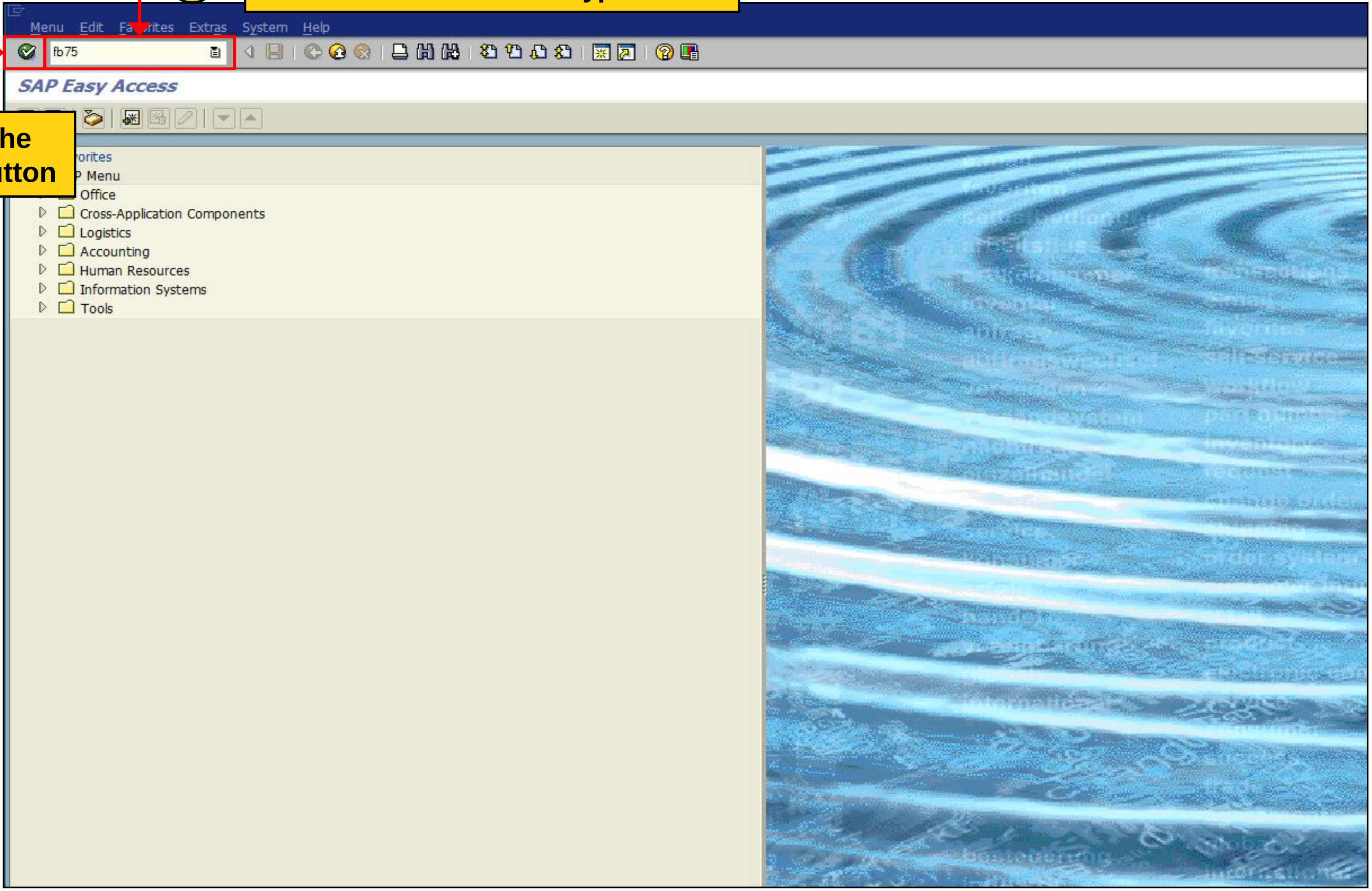
FB70 SAPVXAPECC02 OVR

Multiple Open Transactions

South Carolina Enterprise Information System

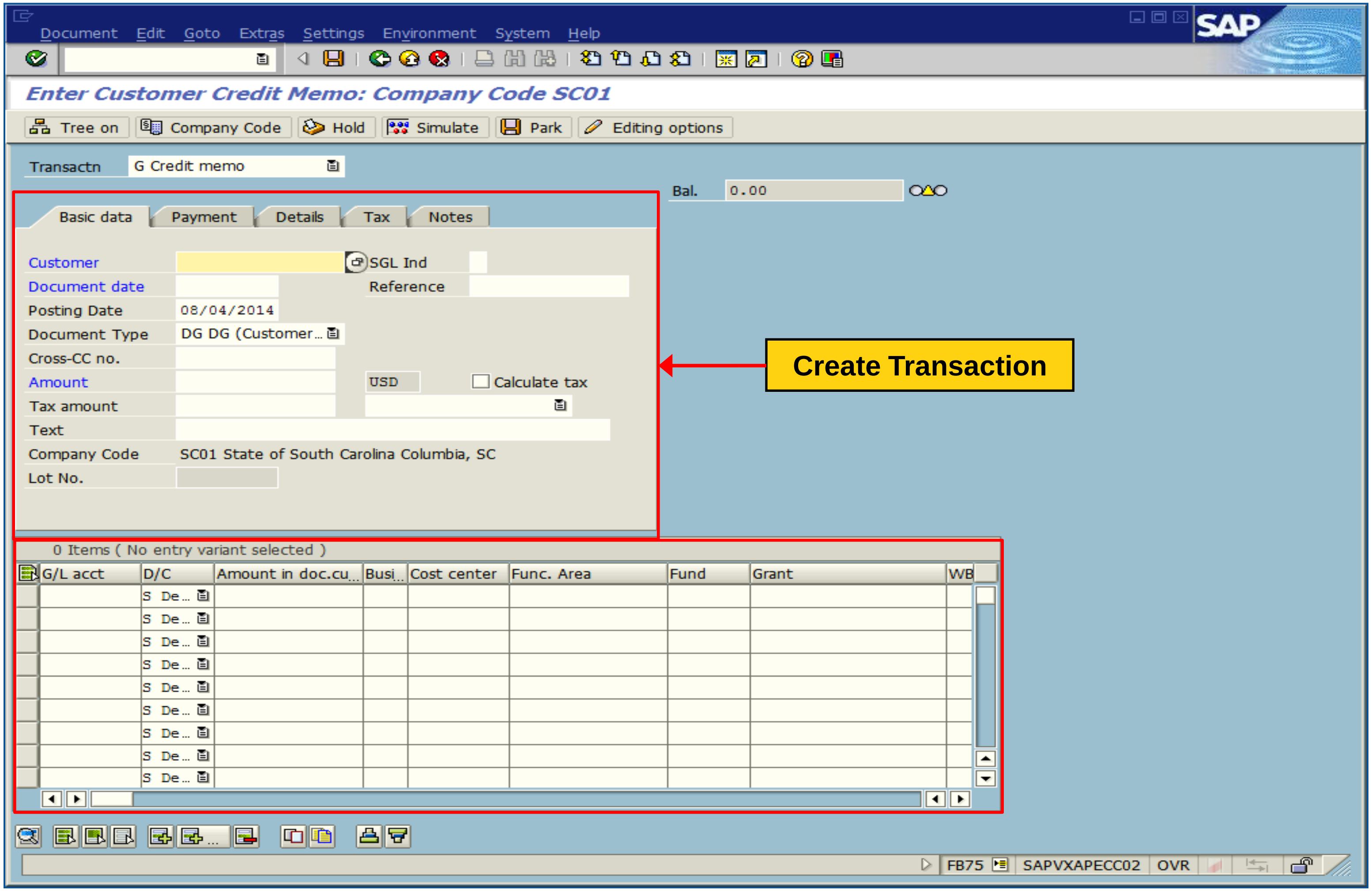
① In the Command Field type: fb75

② Click the Enter button


Menu Edit Favorites Extras System Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools

fb75

Multiple Open Transactions



Document Edit Goto Extras Settings Environment System Help

Enter Customer Credit Memo: Company Code SC01

Tree on
Company Code
Hold
Simulate
Park
Editing options

Transactn: G Credit memo

Bal. 0.00

Basic data
Payment
Details
Tax
Notes

Customer:
SGL Ind:
Document date:
Reference:
Posting Date: 08/04/2014
Document Type: DG DG (Customer...
Cross-CC no.:
Amount: USD
☐ Calculate tax
Tax amount:
Text:
Company Code: SC01 State of South Carolina Columbia, SC
Lot No.:

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu...	Busi...	Cost center	Func. Area	Fund	Grant	WB
	S De...							
	S De...							
	S De...							
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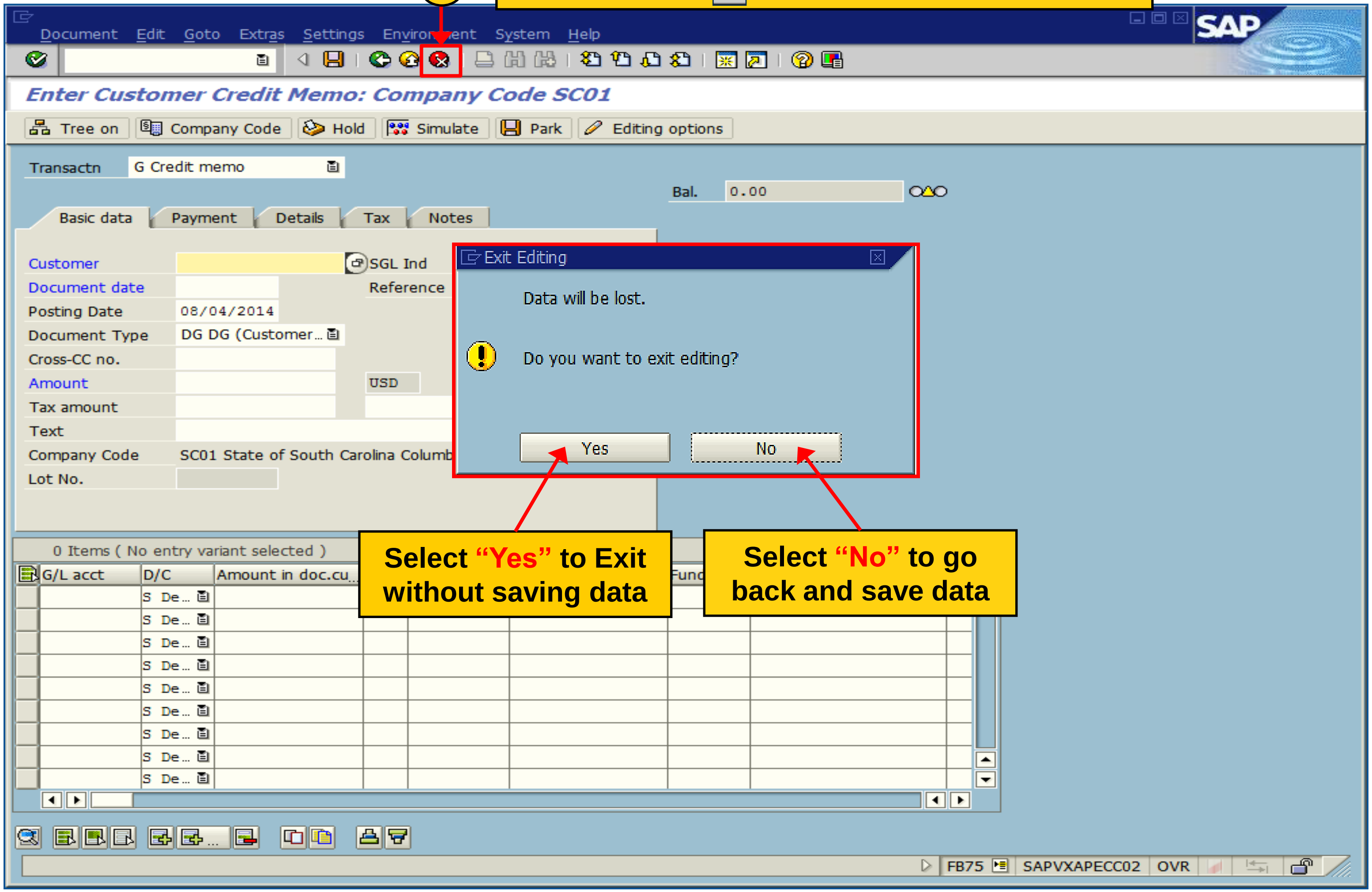
	S De...							
	S De...							
	S De...							
	S De...							
	S De...							

FB75 SAPVXAPECC02 OVR

Create Transaction

Ending a Transaction: Option 1

South Carolina Enterprise Information System



1 **Click the Exit ☒ button on Standard Toolbar**

Document Edit Goto Extras Settings Environment System Help
SAP

Enter Customer Credit Memo: Company Code SC01

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn: G Credit memo

Bal. 0.00

Basic data | Payment | Details | Tax | Notes

Customer | SGL Ind
Document date | Reference
Posting Date: 08/04/2014
Document Type: DG DG (Customer…
Cross-CC no.
Amount: USD
Tax amount
Text
Company Code: SC01 State of South Carolina Columb
Lot No.

Exit Editing

Data will be lost.

Do you want to exit editing?

Select "Yes" to Exit without saving data

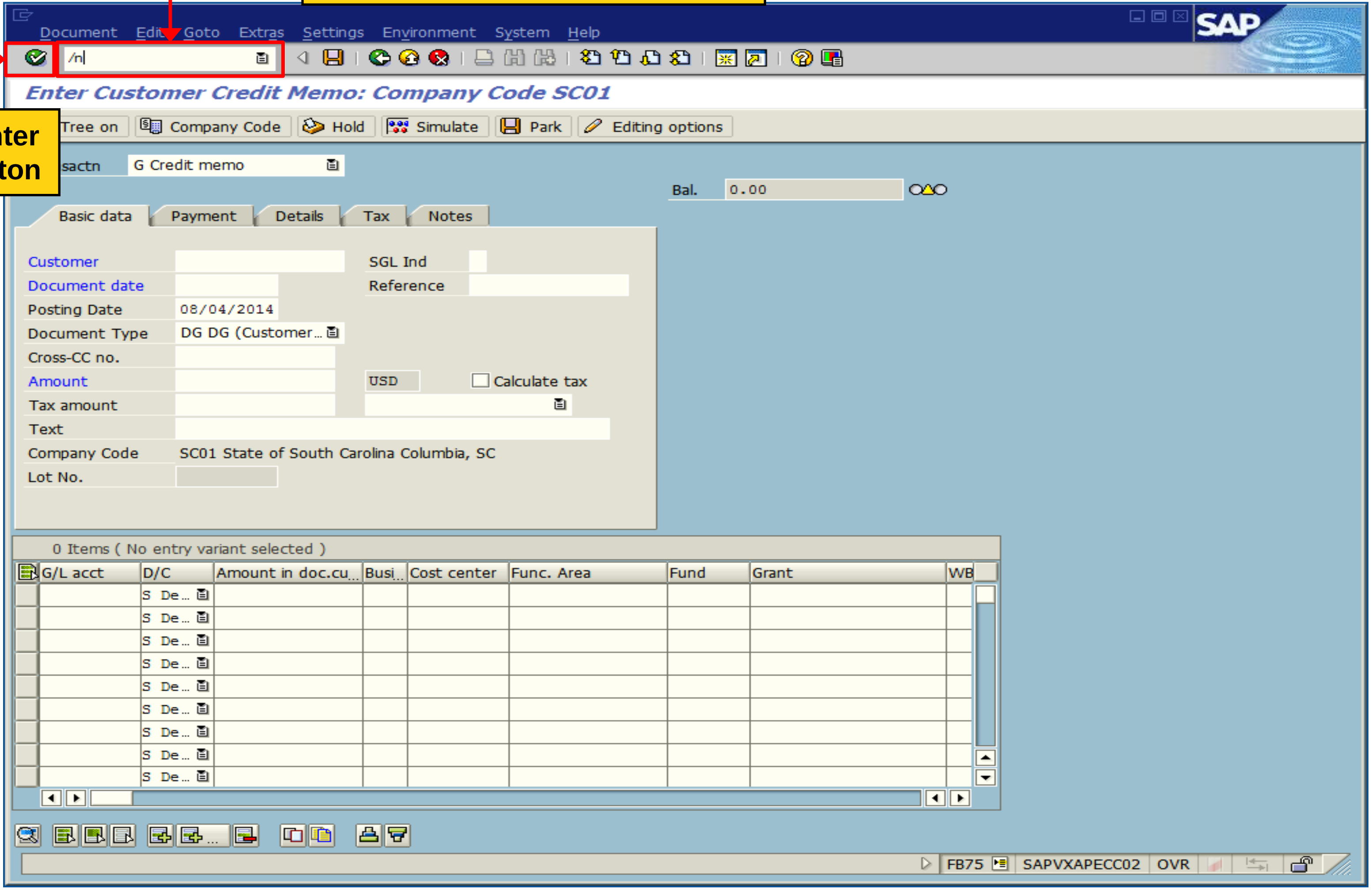
Select "No" to go back and save data

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu…				Fund
	S De…					
	S De…					
	S De…					
	S De…					
	S De…					
	S De…					
	S De…					
	S De…					
	S De…					

FB75 | SAPVXAPECC02 | OVR

Ending a Transaction: Option 2



① In the Command Field: Type /n

② Click Enter button

Enter Customer Credit Memo: Company Code SC01

Transactn: G Credit memo

Bal. 0.00

Customer		SGL Ind	
Document date		Reference	
Posting Date	08/04/2014		
Document Type	DG DG (Customer...		
Cross-CC no.			
Amount		USD	☐ Calculate tax
Tax amount			
Text			
Company Code	SC01 State of South Carolina Columbia, SC		
Lot No.			

0 Items (No entry variant selected)

Document Edit Goto Extras Settings Environment System Help
/n
SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
Basic data
Payment
Details
Tax
Notes
G/L acct
D/C
Amount in doc.cu...
Busi...
Cost center
Func. Area
Fund
Grant
WB
S De...
FB75
SAPVXAPECC02
OVR

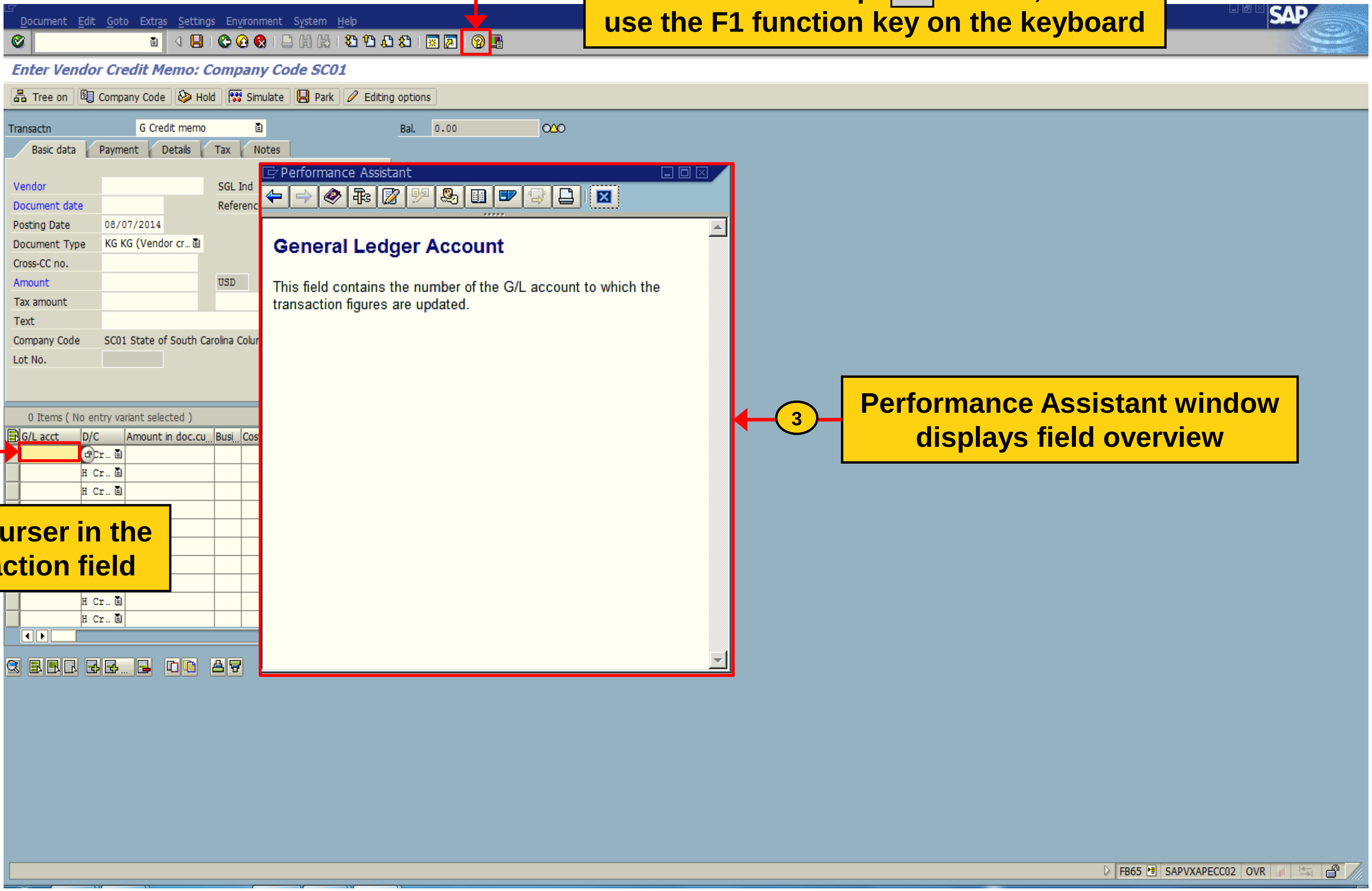
South Carolina Enterprise Information System

LESSON 6 – HELP AND ECC LOG OFF

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Help with Transactions



Document Edit Goto Extras Settings Environment System Help
SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
Basic data
Payment
Details
Tax
Notes
Performance Assistant

Enter Vendor Credit Memo: Company Code SC01

Transactn: G Credit memo

Bal.: 0.00

Vendor:

Document date:

Posting Date: 08/07/2014

Document Type: KG KG (Vendor cr…

Cross-CC no.:

Amount: USD

Tax amount:

Text:

Company Code: SC01 State of South Carolina Colur

Lot No.:

SGL Ind

Referenc

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu..	Busi..	Cos
	Cr..			
	H Cr..			
	H Cr..			
	H Cr..			
	H Cr..			

General Ledger Account

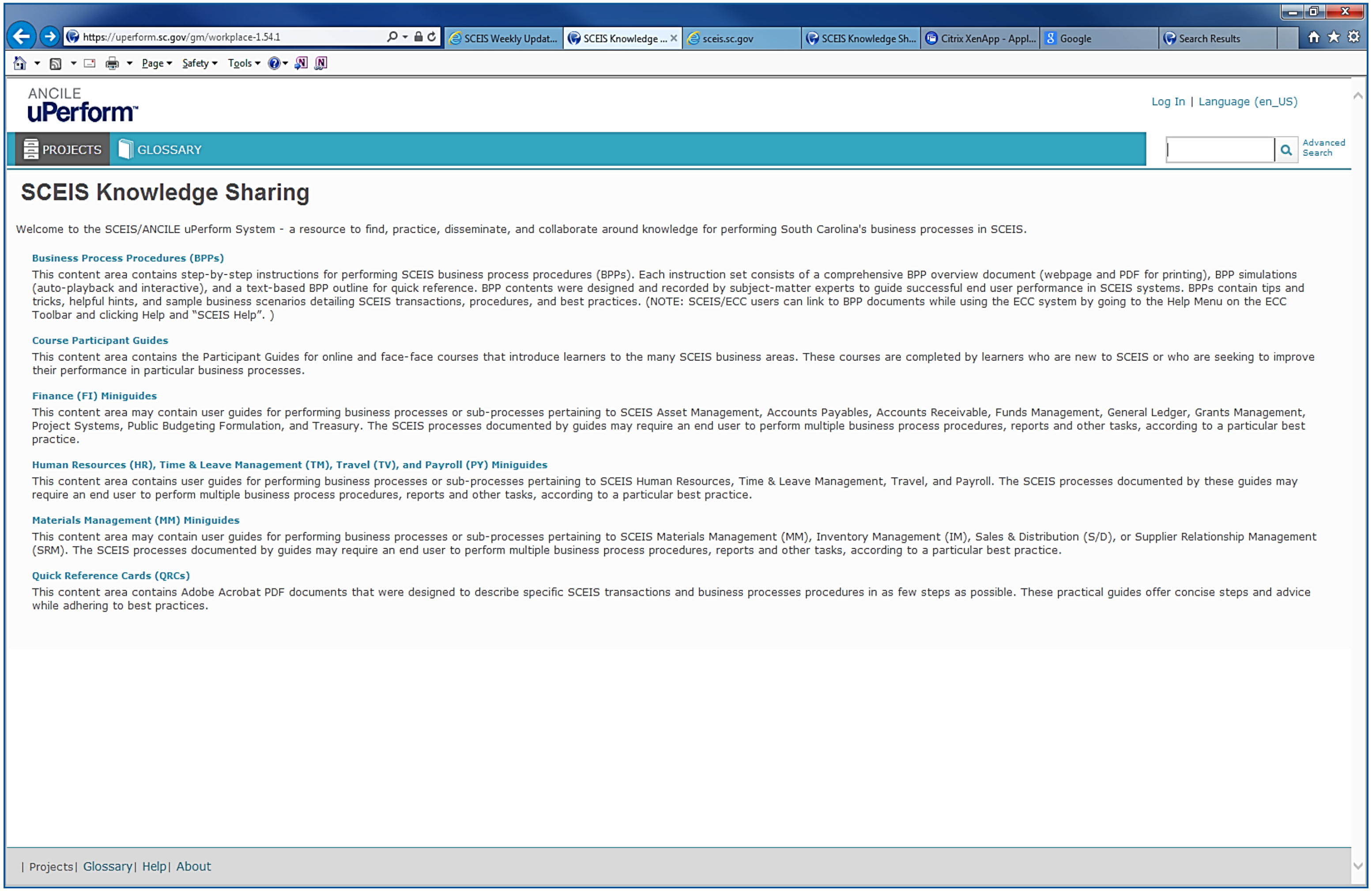
This field contains the number of the G/L account to which the transaction figures are updated.

FB65 SAPVXAPECC02 OVR

1. **Place curser in the transaction field**
2. **Select the Help ❓ button, or use the F1 function key on the keyboard**
3. **Performance Assistant window displays field overview**

SCEIS uPerform

South Carolina Enterprise Information System



SCEIS Knowledge Sharing

Welcome to the SCEIS/ANCILE uPerform System - a resource to find, practice, disseminate, and collaborate around knowledge for performing South Carolina's business processes in SCEIS.

Business Process Procedures (BPPs)

This content area contains step-by-step instructions for performing SCEIS business process procedures (BPPs). Each instruction set consists of a comprehensive BPP overview document (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a text-based BPP outline for quick reference. BPP contents were designed and recorded by subject-matter experts to guide successful end user performance in SCEIS systems. BPPs contain tips and tricks, helpful hints, and sample business scenarios detailing SCEIS transactions, procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents while using the ECC system by going to the Help Menu on the ECC Toolbar and clicking Help and "SCEIS Help".)

Course Participant Guides

This content area contains the Participant Guides for online and face-face courses that introduce learners to the many SCEIS business areas. These courses are completed by learners who are new to SCEIS or who are seeking to improve their performance in particular business processes.

Finance (FI) Miniguides

This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Asset Management, Accounts Payables, Accounts Receivable, Funds Management, General Ledger, Grants Management, Project Systems, Public Budgeting Formulation, and Treasury. The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

Human Resources (HR), Time & Leave Management (TM), Travel (TV), and Payroll (PY) Miniguides

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Materials Management (MM) Miniguides

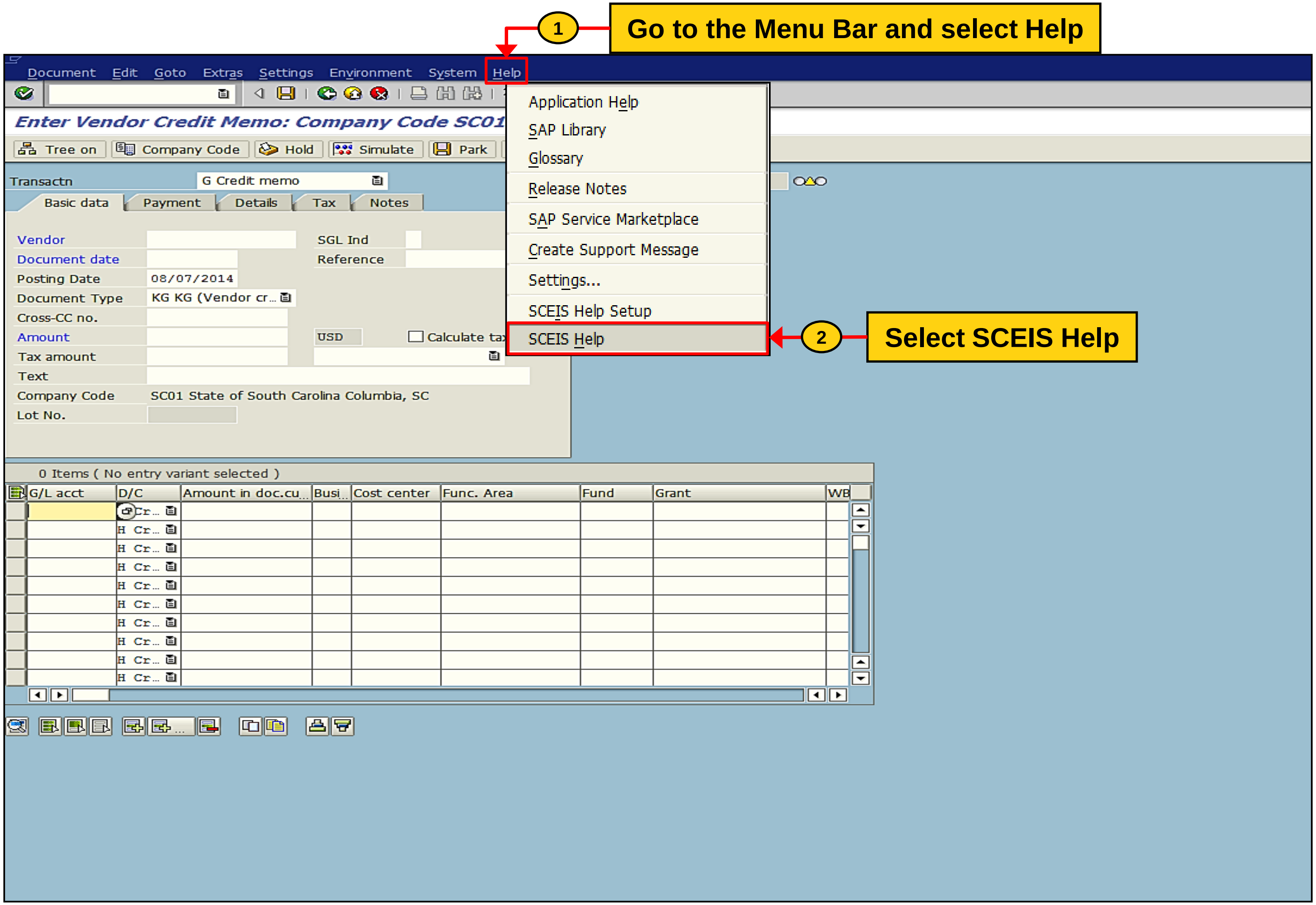
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Materials Management (MM), Inventory Management (IM), Sales & Distribution (S/D), or Supplier Relationship Management (SRM). The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

Quick Reference Cards (QRCs)

This content area contains Adobe Acrobat PDF documents that were designed to describe specific SCEIS transactions and business processes procedures in as few steps as possible. These practical guides offer concise steps and advice while adhering to best practices.

| Projects| Glossary| Help| About

SCEIS uPerform: Option 1



1 **Go to the Menu Bar and select Help**

2 **Select SCEIS Help**

Enter Vendor Credit Memo: Company Code SC01

Transactn: G Credit memo

Posting Date: 08/07/2014

Document Type: KG KG (Vendor cr...

Company Code: SC01 State of South Carolina Columbia, SC

0 Items (No entry variant selected)

Document
Edit
Goto
Extras
Settings
Environment
System
Help
Application Help
SAP Library
Glossary
Release Notes
SAP Service Marketplace
Create Support Message
Settings...
SCEIS Help Setup
SCEIS Help
Tree on
Company Code
Hold
Simulate
Park
Basic data
Payment
Details
Tax
Notes
Vendor
Document date
Cross-CC no.
Amount
Tax amount
Text
Lot No.
SGL Ind
Reference
USD
Calculate tax
G/L acct
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Amount in doc.cu...
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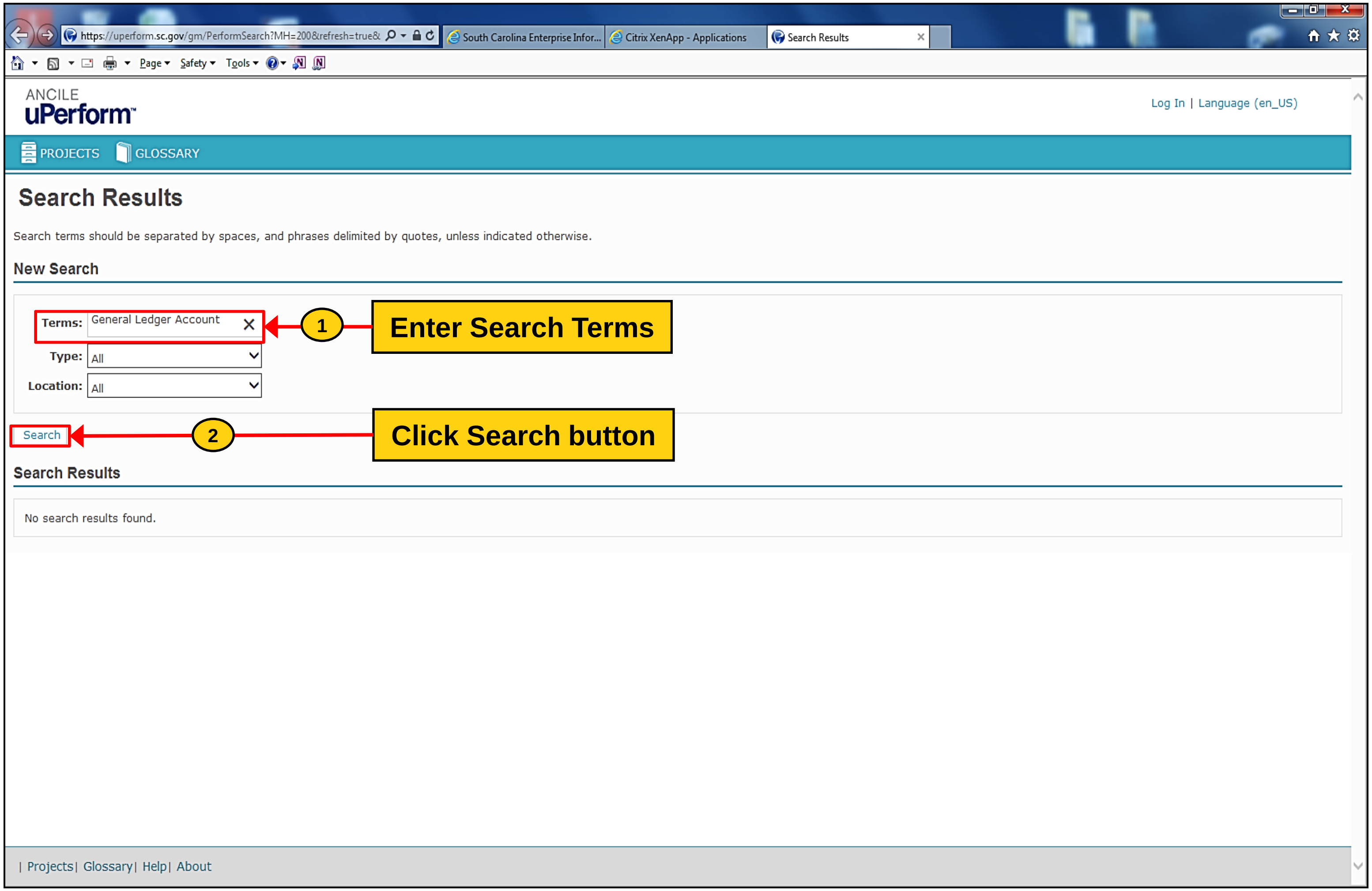
SCEIS uPerform: Option 1



https://uperform.sc.gov/gm/PerformSearch?MH=200&refresh=true&
South Carolina Enterprise Infor...
Citrix XenApp - Applications
Search Results
Page
Safety
Tools
ANCILE
uPerform
Log In | Language (en_US)
PROJECTS
GLOSSARY

Search Results

Search terms should be separated by spaces, and phrases delimited by quotes, unless indicated otherwise.

New Search

Terms: General Ledger Account

Type: All

Location: All

1 Enter Search Terms

Search

2 Click Search button

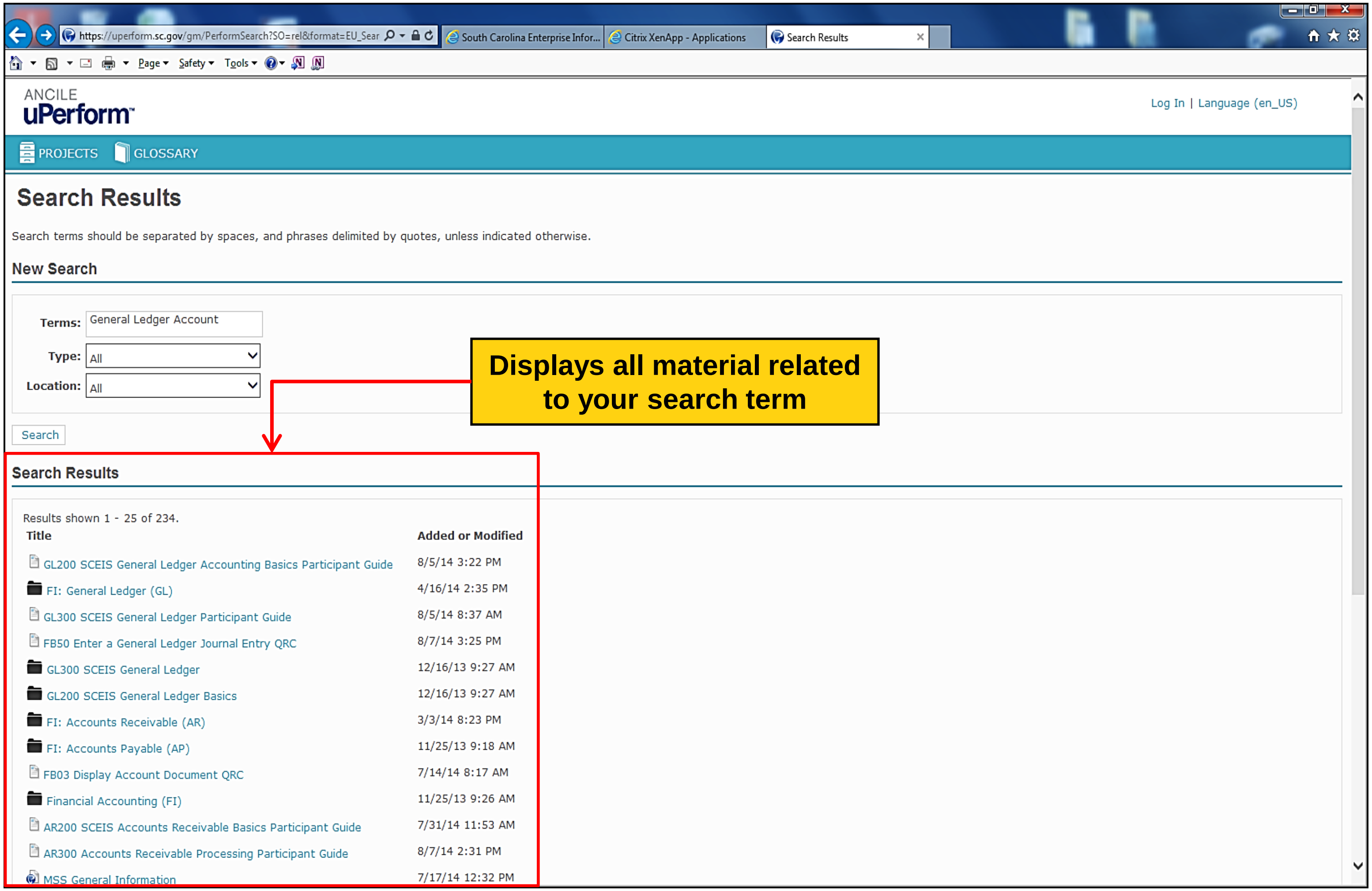
Search Results

No search results found.

| Projects| Glossary| Help| About

SCEIS uPerform: Option 1

South Carolina Enterprise Information System


https://uperform.sc.gov/gm/PerformSearch?SO=rel&format=EU_Sear
South Carolina Enterprise Infor...
Citrix XenApp - Applications
Search Results
Page
Safety
Tools
ANCILE
uPerform
Log In | Language (en_US)
PROJECTS
GLOSSARY
Search

Search Results

Search terms should be separated by spaces, and phrases delimited by quotes, unless indicated otherwise.

New Search

Terms: General Ledger Account

Type: All

Location: All

Search Results

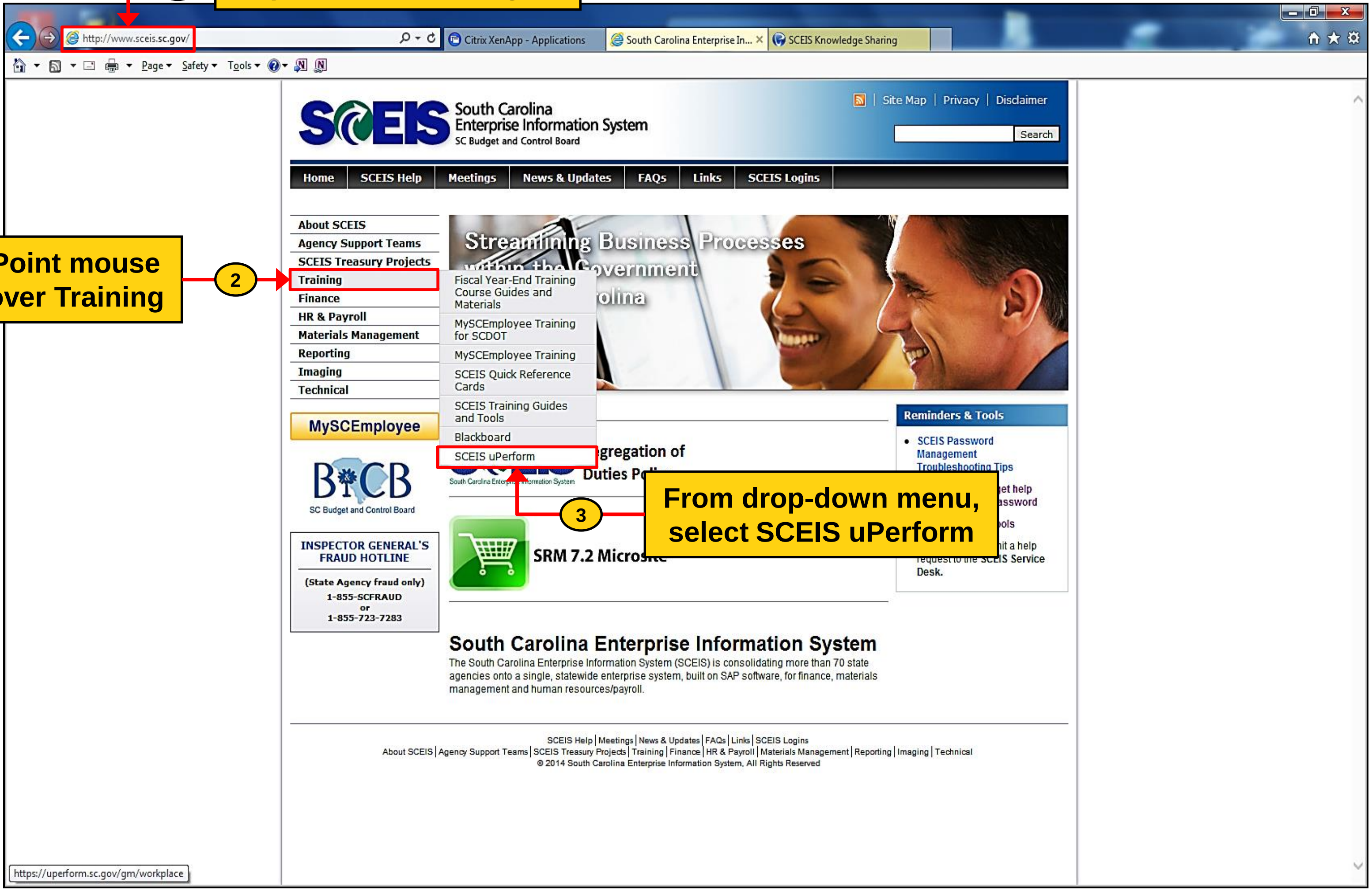
Results shown 1 - 25 of 234.

Title	Added or Modified
GL200 SCEIS General Ledger Accounting Basics Participant Guide	8/5/14 3:22 PM
FI: General Ledger (GL)	4/16/14 2:35 PM
GL300 SCEIS General Ledger Participant Guide	8/5/14 8:37 AM
FB50 Enter a General Ledger Journal Entry QRC	8/7/14 3:25 PM
GL300 SCEIS General Ledger	12/16/13 9:27 AM
GL200 SCEIS General Ledger Basics	12/16/13 9:27 AM
FI: Accounts Receivable (AR)	3/3/14 8:23 PM
FI: Accounts Payable (AP)	11/25/13 9:18 AM
FB03 Display Account Document QRC	7/14/14 8:17 AM
Financial Accounting (FI)	11/25/13 9:26 AM
AR200 SCEIS Accounts Receivable Basics Participant Guide	7/31/14 11:53 AM
AR300 Accounts Receivable Processing Participant Guide	8/7/14 2:31 PM
MSS General Information	7/17/14 12:32 PM

Displays all material related to your search term

SCEIS uPerform: Option 2

1 **http://www.sceis.sc.gov/**


http://www.sceis.sc.gov/
Citrix XenApp - Applications
South Carolina Enterprise In...
SCEIS Knowledge Sharing
Page
Safety
Tools
South Carolina Enterprise Information System
SC Budget and Control Board
Site Map | Privacy | Disclaimer
Search
Home
SCEIS Help
Meetings
News & Updates
FAQs
Links
SCEIS Logins
About SCEIS
Agency Support Teams
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical
Fiscal Year-End Training Course Guides and Materials
MySCEmployee Training for SCDOT
MySCEmployee Training
SCEIS Quick Reference Cards
SCEIS Training Guides and Tools
Blackboard
SCEIS uPerform
Streamlining Business Processes within the Government ...olina
MySCEmployee
SC Budget and Control Board
INSPECTOR GENERAL'S FRAUD HOTLINE
(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283
...gregation of Duties P...
SRM 7.2 Micros...
Reminders & Tools
SCEIS Password Management Troubleshooting Tips
...et help
...assword
...ols
...it a help request to the SCEIS Service Desk.
https://uperform.sc.gov/gm/workplace

South Carolina Enterprise Information System

The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

SCEIS Help | Meetings | News & Updates | FAQs | Links | SCEIS Logins
About SCEIS | Agency Support Teams | SCEIS Treasury Projects | Training | Finance | HR & Payroll | Materials Management | Reporting | Imaging | Technical
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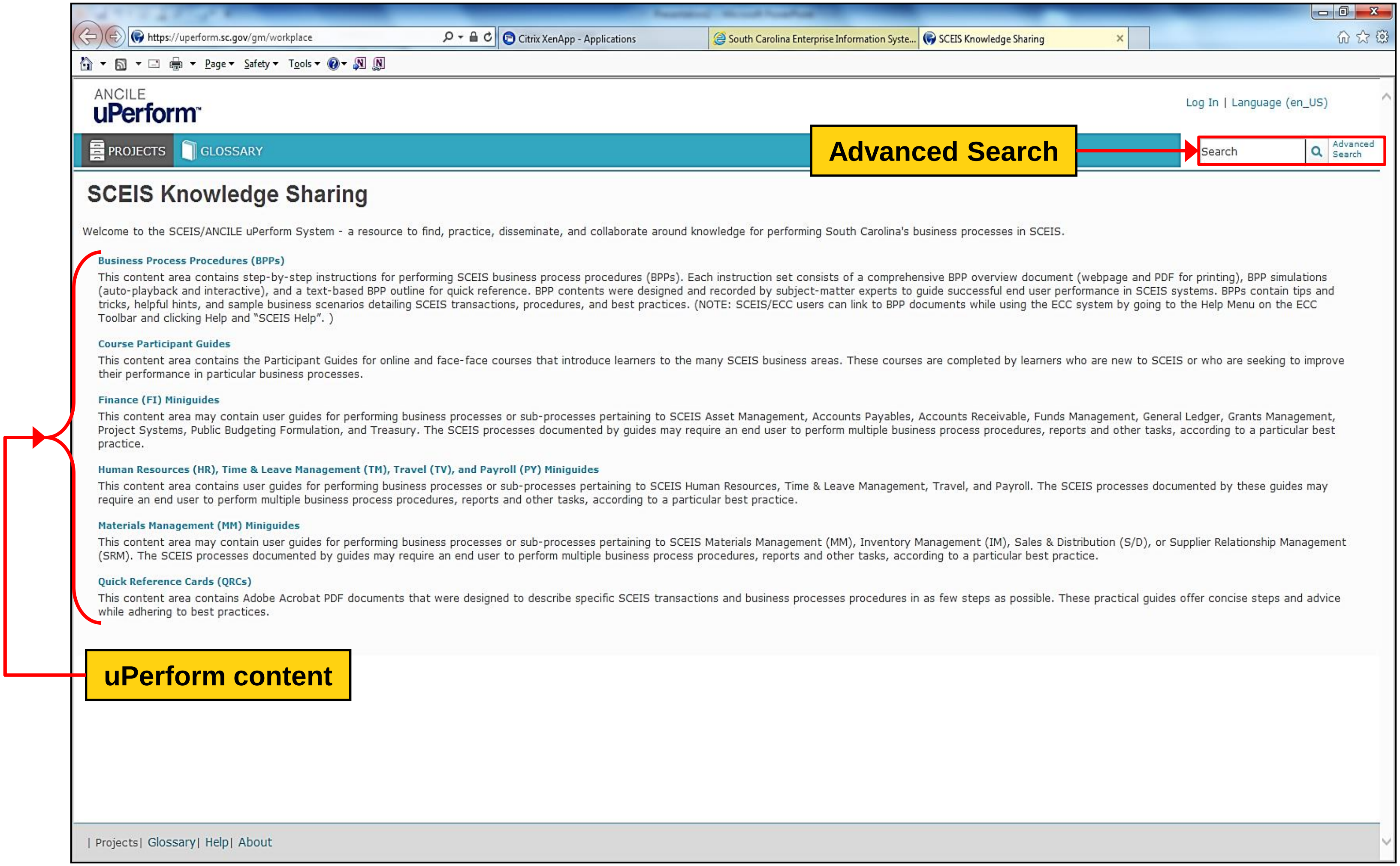
Point mouse over Training 2

3 **From drop-down menu, select SCEIS uPerform**

SCEIS uPerform: Option 2

SCEIS
South Carolina Enterprise Information System


https://uperform.sc.gov/gm/workplace
Citrix XenApp - Applications
South Carolina Enterprise Information Syste...
SCEIS Knowledge Sharing
Page ▾ Safety ▾ Tools ▾
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Advanced Search

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uPerform content

Additional Help Resources

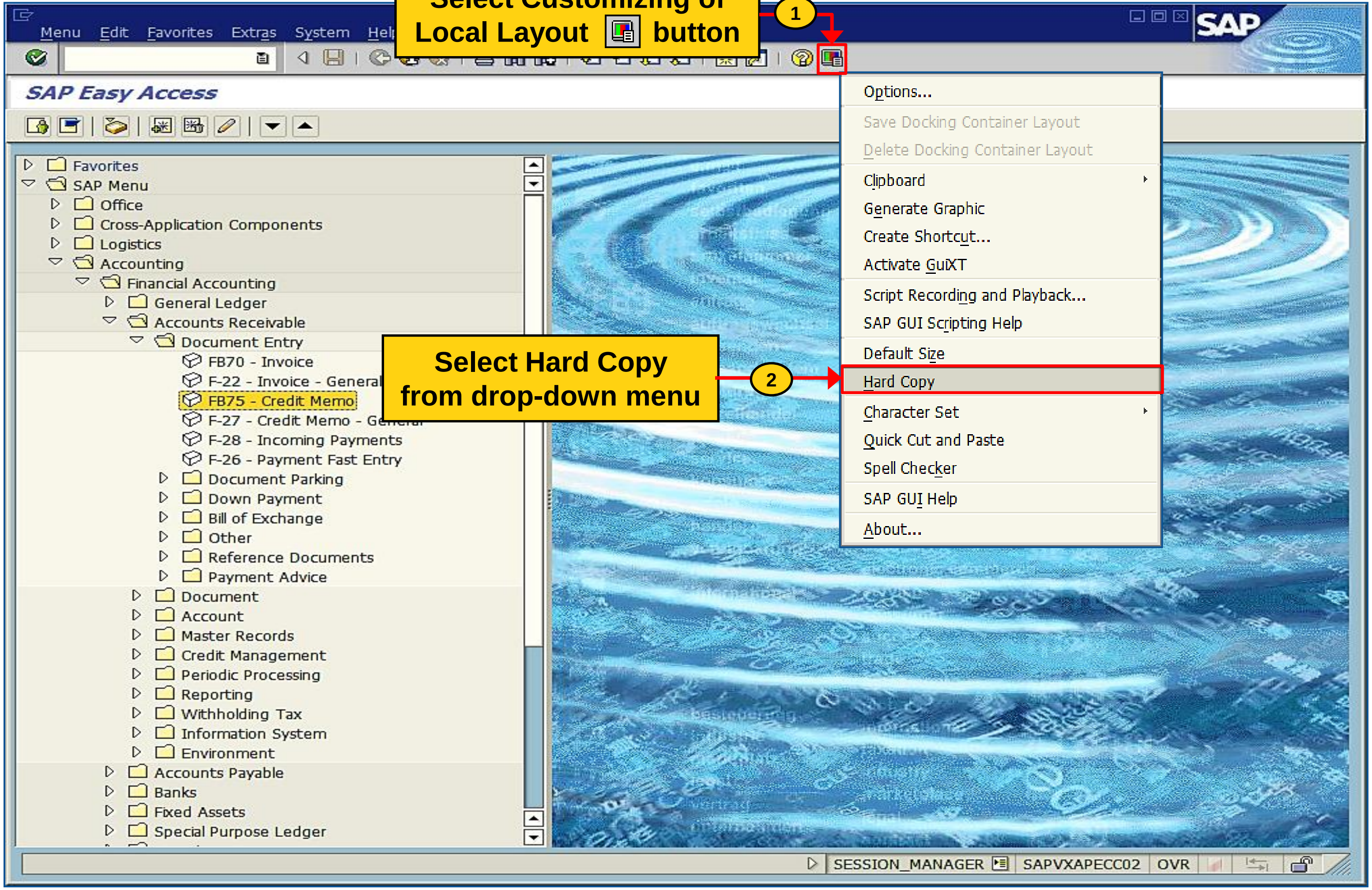
- Resources are available to assist should you need help:
  - E-mail or call the SCEIS Service Desk:
    - Service Desk Ticket form: http://www.sceis.sc.gov/requests/
    - Phone#: 803-896-0001

      (Select option 1 for SCEIS Help.)

- Contact production support within your agency for assistance (if available).

Print Screen “Hard Copy”

SCEIS South Carolina Enterprise Information System



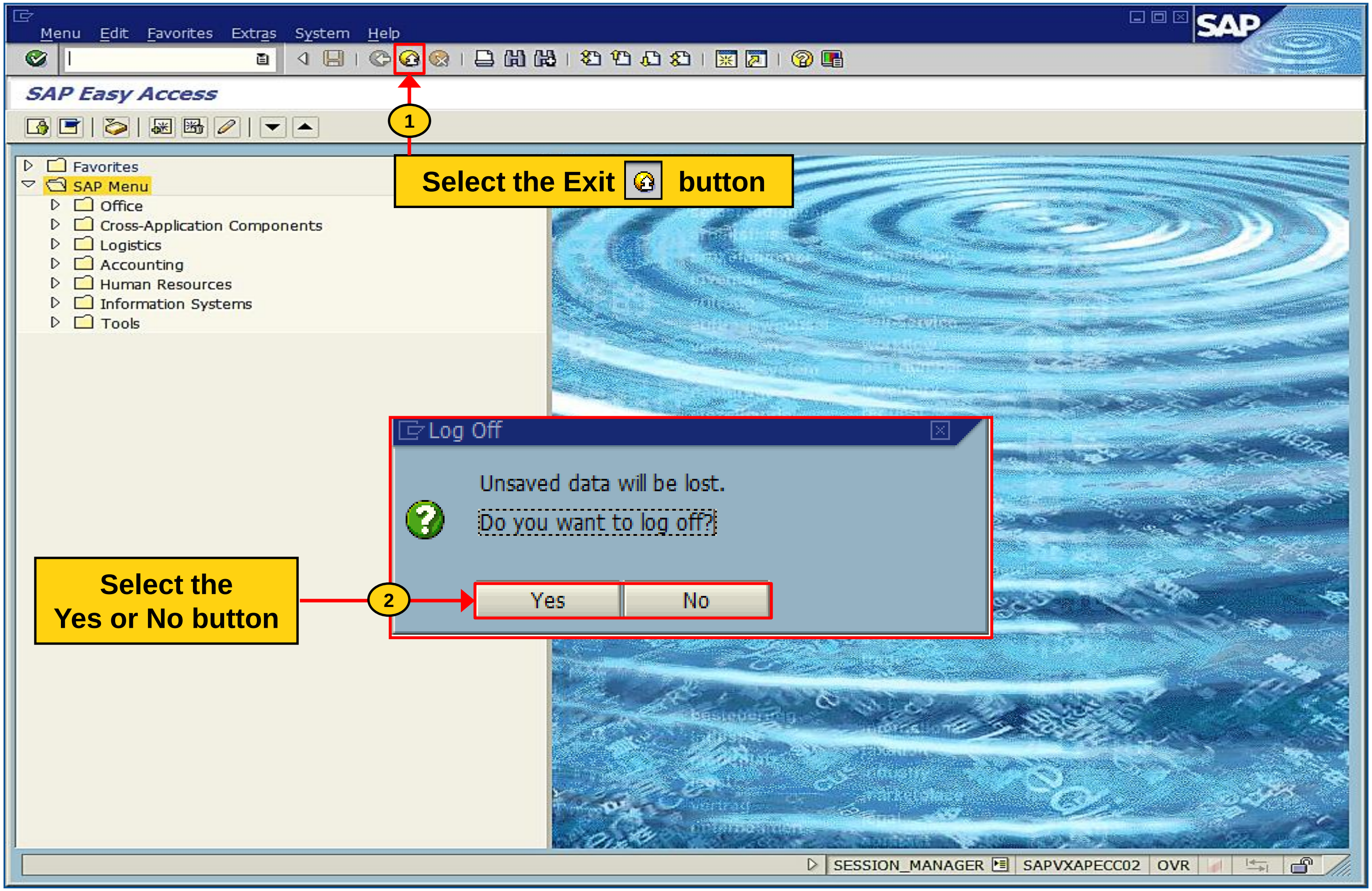
① Select Customizing of Local Layout button

② Select Hard Copy from drop-down menu

Menu
Edit
Favorites
Extras
System
Help
SAP
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Document Entry
FB70 - Invoice
F-22 - Invoice - General
FB75 - Credit Memo
F-27 - Credit Memo - General
F-28 - Incoming Payments
F-26 - Payment Fast Entry
Document Parking
Down Payment
Bill of Exchange
Other
Reference Documents
Payment Advice
Document
Account
Master Records
Credit Management
Periodic Processing
Reporting
Withholding Tax
Information System
Environment
Accounts Payable
Banks
Fixed Assets
Special Purpose Ledger
Options...
Save Docking Container Layout
Delete Docking Container Layout
Clipboard
Generate Graphic
Create Shortcut...
Activate GuiXT
Script Recording and Playback...
SAP GUI Scripting Help
Default Size
Hard Copy
Character Set
Quick Cut and Paste
Spell Checker
SAP GUI Help
About...
SESSION_MANAGER
SAPVXAPECC02
OVR

Logging Off

South Carolina Enterprise Information System


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
Log Off
Yes
No
SESSION_MANAGER
SAPVXAPECC02
OVR

1 Select the Exit button

Unsaved data will be lost.

Do you want to log off?

2 Select the Yes or No button